

GKHS Event Request Form

(For GKHS-sponsored, non-program events)

Contact Information:

Name _____ Phone _____ - _____ - _____

Email _____ Best way to contact (circle) Phone _____ Email _____

Event Information:

Event Title _____ Event Date ____/____/____

Time _____ Location _____

Menu (if applicable) _____

RSVP to Museum You Other: _____

RSVP by ____/____/____ Price per person _____

Staff Assistance Requested: Set-up Serving Clean-up None

Description of Event: _____

Publicity:

Standard Publicity includes GKHS website and community calendars: Kent Reporter, City of Kent, ILoveKent, SoCo Culture, News Tribune and Seattle Times. These publications require advance notice, so allow at least two weeks before event for Standard Publicity.

Additional Services

To meet the publication's print deadlines, allow two months for Kent Magazine services (article available only if topic is relevant for Kent History column); four weeks for other services:

Flier (8.5" x 11") Leaflet (4.25" x 5.5") Number of copies _____
(You are responsible for distributing fliers and leaflets. We will keep a copy to post at the museum.)

Kent Magazine article (one per month) Press release to news media

Kent Magazine Upcoming Events page Facebook and Twitter postings

Kent KOMO News blog post

The Recorder (newsletter) is a quarterly publication. Deadlines for submission are March 15 for Spring, June 15 for Summer, September 15 for Autumn, and December 15 for Winter.

Newsletter article (about 75 words—you write and email to ctyofknt@msn.com)



Any Other Comments/Requests:

Signed:

I have read and understand the guidelines and terms for holding and publicizing an event sponsored by GKHS, including fundraisers, holiday events, membership events and any other event for which GKHS is the official host and/or beneficiary. I will comply with these terms and keep in contact with the museum staff in regards to any changes to the event, its venue, time, pricing, and any other information as it arises.

_____ / ____ / _____

Staff Notes: