



# Avondale Pattillo United Methodist Church

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## Request for Publicity

To: Communications Coordinator: [comm@apmethodist.org](mailto:comm@apmethodist.org)

Date of request: \_\_\_\_\_

Person making request: \_\_\_\_\_

**What** (event): \_\_\_\_\_

**When** (date): \_\_\_\_\_

(time): From \_\_\_\_\_ to \_\_\_\_\_

**Where** (location): \_\_\_\_\_

**Details** for the news release (add below or attach) – Do not repeat the above information.

This news item **may** be suitable for the below checked media (see publication schedules, below):

- North Georgia Advocate/UM Reporter
- Avondale Estates area media (Newsletter, special email lists, patch.com)
- Mid DeKalb Neighbor newspapers
- Hometown News “Decatur Dispatch”
- Atlanta Journal/Constitution & AccessAtlanta (online)
- The Fish 104.7 radio – events
- Atlanta Festivals
- Decatur Metro (blog)
- Television media: \_\_\_\_\_
- Other media: \_\_\_\_\_

**Note: Please submit requests to publicize events in writing or by email.**

Publication	Published	Due to communications
<b>AJC (AccessAtlanta)</b>	Submit online	20 days prior to event date
<b>North Georgia Advocate</b>	Semi-monthly: 1 <sup>st</sup> and 3 <sup>rd</sup> Fridays.	20 days prior to publication date
<b>Avondale Estates Newsletter</b>	January, March, May, September, & November	10 <sup>th</sup> of the month <b>before</b> publication month (Dec., Feb., April, Aug., & Oct.)
<b>Mid DeKalb Neighbor papers</b>	Wednesdays	20 days prior to publication date
<b>Hometown News: Decatur Dispatch, Tucker Times</b>	Monthly	1 <sup>st</sup> of the month <b>before</b> publication month.