

PASADENA CITY COLLEGE

Publicity Planning Form

Name of Event: _____ Date of Event: _____

Things to do:

Day of Event: _____

Week before event: _____

Two weeks before event: _____

Month before event: _____

Six weeks before event: Contact PR for release/PSA. Contact Publications for promotional materials.

Two months before event: Contact PR for publicity planning.

Public Relations Office
Phone: (626) 585-7315
Fax: (626) 585-3064
www.pasadena.edu

