



PR CHECKLIST FOR CIRCLE PROJECT PRINT MATERIALS

(Invitations, flyers, etc.)



All PR Materials should have the following:

- Logo and/or Name = The King's Daughters (check The is capital letter)
- Text reads "A Project of XX Circle of The King's Daughters to benefit" CHKD logo or full name Children's Hospital of The King's Daughters
- Title of Event
- Date of Event
- Time of Event (p.m. a.m. – Supposed to have periods after each letter)
- Location of Event (include address)
- Spell Check / Grammar Check all Text (sometimes read text backwards to catch errors)
- Telephone (if not a circle contact #, then use office # 757-668-7098)
- Website address www.kingsdaughters.org / circle name
- Email address (if not a circle email, then you can use KD main email - info@kingsdaughters.org)
- NO reference to raffle / cash prize / chance event, etc.. unless otherwise approved by KD Board

Optional, but Recommended

- Online ticket sales available
- Circle contact name / telephone number

EXAMPLE:

Project of XX Circle of  to benefit  Children's Hospital
of The King's Daughters