



# PR CHECKLIST FOR CIRCLE PROJECT PRINT MATERIALS

*(Invitations, flyers, etc.)*

**All KD Circle PR Materials should be sent to The KD office for approval and include 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 KD office # 757-668-7098, after confirming with KD office)
- Website address [www.kingsdaughters.org](http://www.kingsdaughters.org) / circle name
- Email address (if not a circle email, then you can use KD main email - [info@kingsdaughters.org](mailto:info@kingsdaughters.org))
- NO reference to raffle / cash prize / chance drawing/ alcohol, etc. unless otherwise approved by KD office staff / Board of Directors
- How event benefits The King's Daughters for CHKD (20% of proceeds to benefit CHKD.)
- How tickets are purchased (if applicable).

**Optional, but Recommended**

- Online ticket sales available
- Circle contact name / telephone number
- Facebook Fan Page or "Event" title link(s).

**EXAMPLES:**

Project of XX Circle of  to benefit  Mental Health Program

OR

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