



# CHECKLIST FOR CIRCLE PROJECT PRINT MATERIALS

*(Invitations, flyers, etc.)*



**Please send all KD Circle Print materials 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
- 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 at 757-668-7098, after confirming with KD office)
- Website [www.kingsdaughters.org](http://www.kingsdaughters.org) OR [www.kingsdaughters.org/yourCirclename](http://www.kingsdaughters.org/yourCirclename)
- Email (if not a Circle email, then use [info@kingsdaughters.org](mailto:info@kingsdaughters.org))
- How event benefits The King's Daughters for CHKD (e.g., 20% of proceeds to benefit CHKD)
- How tickets are purchased (if applicable)
- QR Code
- Where possible, please follow the simple flyer template provided by the KD office

## **Optional, but Recommended:**

- Online ticket sales available
- Circle contact name / telephone number
- The King's Daughters or Circle social media channels (e.g., Facebook, Instagram, Facebook Event link)
- Add The King's Daughters as a co-host when creating a Facebook event

## **Formatting Examples:**

Project of XX Circle of  to benefit 

**OR**

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