



Blythswood

Tips for publicising your event

Pre-event

- Promote your event through social media. Remember to have all the details on your post:
 - Who (is invited)
 - What (they are invited to)
 - Why (e.g. to raise funds)
 - When (the date and time)
 - Where (the venue)
 - How (RSVP details)
- We can support you in contacting your local press and radio station for some publicity. Contact the Communications and Engagement team
- Use our poster templates and put them on your office noticeboards, ask your local supermarket, community centre and churches in the area
- If you have a community newspaper, ask for a listing there
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The event

- Ask a local celebrity or MP along and ensure you take plenty of photos of them
- We can support you in contacting your local press for a photographer for the day
- Post plenty of photos throughout the event on social media

Post-event

- **Contact the local press to thank everyone who came, and with the total raised**
- **Use social media, thanking everyone who came and letting them know the amount raised**

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