



# Press Release Form

(For publicity outside of the Parish)

**Anne Marshall - Contact**

**Phone: 760-727-2668 or 760-758-4100 x100**

**Email: [annemarshall@sbcglobal.net](mailto:annemarshall@sbcglobal.net) or [parishoffice@stmoside.org](mailto:parishoffice@stmoside.org)**

1450 SOUTH MELROSE DRIVE  
OCEANSIDE, CALIFORNIA 92056

Group or Ministry Name: \_\_\_\_\_

Contact Person Name: \_\_\_\_\_

Contact Phone Numbers: \_\_\_\_\_

Contact Email Address: \_\_\_\_\_

Name of Event: \_\_\_\_\_

Event Start and Stop Dates: \_\_\_\_\_

Event Time: \_\_\_\_\_

### **Press Release Information:**

The basic event information that is needed for a Press Release is Who, What, When, Where, Why, How.

### **Event or Group Focus Article:**

If you would like to have an article published about your event or ministry, please contact Gloria Larson with details, and we will work together to have it written and submitted.

### **Event Description and Details**

---

---

---

---

---

:

---

---

## Submitting an Event for Outside Publication—Requested Two Months in Advance

1. When having an event determine if this is something you want advertised outside of the Parish.
2. When planning your event make sure submitting a Press Release is part of your planning.
3. Submit this form online to: *annemarshall@sbcglobal.net*, or drop it off at the Parish Office in Box #9.
4. Please call or email Anne Marshall if you have submitted an event in the Parish Office Box.
5. **Early submission is crucial in order to meet publication deadlines.**

### Current Publication List and Lead Times

(Publicity Chairperson will take your preferences into account)

Preferred	Name of Publication
	Oceanside Magazine
	San Diego Magazine
	Inn Room Visitors
	San Diego Metropolitan and Uptown
	KGTV Local 10 - Calendar
	KPBS
	San Diego Family Magazine
	KFMB News Local 8
	KGTV Local 10 - New Story
	KUSI Local 9 - News Story
	XETV Local 6 - Story
	Union Tribune - Senior Scene
	KUSI Local 9 - Calendar
	XETV Local 6 - Calendar
	Union Tribune - Community
	Union Tribune - FYI
	Union Tribune Religion
	North County Times - Community
	San Diego Reader
	SD California Examiner
	KNSD TBNBC 7/39 Press Release
	KOCT Oceanside Community TV
	KCBQ AM1170
	KPRZ AM1210
	KGB 101.5
	KPRI FM
	The Paper
	The Southern Cross
	City News Service
	KNSD TBNBC 7/39 Community Calendar
	The Filipino Press
	The Coast News
	Asian Journal
	The Penny Saver
	SignOnSanDiego
	Union Tribune Calendar

If you would like us to submit your information to a source that is not listed here, please forward that information along with your press release.