

LWVODC Event Publicity Worksheet

General advice: Try to plan press releases to be issued as long as a month in advance. The longer the interval between issues, the earlier the deadline. Public Service Announcements (PSAs) may require a long lead time.

Information to include:

- Event:
- Day/date:
- Time:
- Place: (Include street address and phone number.)
- Description:
- Is there an admission fee?
- League contact person (name, phone, e-mail)

Monthly publications

- Carolina Woman, Update update@carolinawoman.com
Events events@carolinawoman.com

Weekly publications

- Chapel Hill News, Mark Schultz, editor 932-2003 mschultz@newsobserver.com
Letters to the editor of up to 300 words and columns of up to 550 words to editor@nando
- Chapel Hill News Daybook: chnclerk@nando.com Questions to Dave Hart 932-8744
- The Independent, Deadline Wed. before the next Wed. issue
Editor Lisa Sorg lsorg@indyweek.com
- Chapel Hill Herald Sun: Calendar of events Deadline Fri noon. before the next Fri. issue every Friday calendar@heraldsun.com
Justine Williams, calendar editor fax: (919) 419-6690 or, The Herald-Sun, P.O. Box 2092, Durham, NC 27702.
Items may be submitted online at www.heraldsun.com/features/calendar
For information, call (919) 419-6626.
For a news story, try the Metro, managing editor: Nancy Wykle at 419-6644.
- Chatham County Line: chathamcoline@mindspring.com
<http://chathamcountyline.org/index.shtml>
- The Chatham Journal: editor@chathamjournal.net
<http://www.chathamjournal.com/weekly/>
- The Chatham Record (Thursdays)
News Reporters: Pittsboro Office
Bill Willcox willcox@thechathamnews.com
John Hunter jhunter@thechathamnews.com
<http://www.thechathamnews.com/>
- The News of Orange County (Hillsborough), 109 E. King St, Hillsborough 27278, phone 732-2171

Daily publications

- News & Observer
Send announcements to chnclerk@nando.com
editor@nando is for letters to the editor
- Daily Tar Heel
<http://www.dailytarheel.com/>

Radio and TV

- WRAL: On the website, scroll down to “contact us” then fill out a form for news or PSAs.
<http://www.wral.com/>
- WCHL (AM radio 1360) 30 sec PSA: Station Manager, Christy Dixon at:
cdixon@wchl1360.com
<http://wchl1360.com/index.html>
- WUNC (NPR): WUNC@unc.edu, for PSA psa@wunc.org
- The People’s Channel (Time Warner Channel 8), 919-960-0088

Organizations and Communities who may share information with their members:

- Carolina Meadows Newsletter (Mariechen Smith, LWV member, msmith2063@nc.rr.com)
- Fearrington Homeowners’ Newsletter (Beverly Hanly, LWV member, hanly.bd@gmail.com)
- *Woodcroft Gazette*
- Garrett Farms Newsletter
- Carol Woods

The "Friday Memo" comes out every Friday and includes short blurbs about events taking place the following week. Submissions for the Memo must be in by 11:00 am on the Tuesday before the Friday it is distributed. Each blurb must include the name of a resident whom folks can contact with questions. A Carol Woods resident must submit the information to the Memo or ask to use her name when you send the information to fridaymemo@carolwoods.org.

- Ollie
- Chamber of Commerce
- County Republican Party
- Country Democratic Party
- County Democratic Women
- AAUW (Kay White, LWV member, kaywhite@earthlink.net)
- Durham Tech (Brenda Rogers, LWV member, brenda.rogers@earthlink.net)

Places to distribute flyers:

- Libraries
- Senior Centers
- Chamber of Commerce