



Publicity 101

Are you hosting an event at Sky Creek Dharma Center?

Please follow these instructions to have your event publicized.*

Submit the following information to Casi Ragsdale (casi@skycreekdharmacenter.org) with the email subject heading 'Publicize My Event'

1. Event Title
2. Sangha Hosting the Event
3. Description of Event (exactly as you want it presented on the flyer)
4. Dates/Times of the Event
5. Suggested Cost/Dana
6. Contact Person and Phone/Email to be printed on the flyer
7. Possible Photo for Flyer

What's Next?

- The flyer will be sent back to you to print and distribute
- The event will be posted on Sky Creek Dharma Center's Web Calendar
- The event will be sent out to the entire Sky Creek Dharma Center email list
- A Facebook event will be created
- The event will be posted on the following local event calendars: Lotus Guide, Chico News and Review, Chico Enterprise Record

*Only events that are directly related to the dharma and the practicing sanghas at Sky Creek will be publicized by Sky Creek Dharma Center.