**Promotional event/initiative information form**

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| Key dates: when is the event taking place |  |
| What is the event or initiative (50 words or less)? |  |
| Where is it being held? |  |
| When will it happen (date and time)? |  |
| Why is this event/initiative being undertaken? |  |
| How are you/your Lodge involved? |  |
| If other Lodges are involved, please provide names and contact details. |  |
| What other entities/groups external to Freemasons are involved (if any)? |  |
| Have you or has someone already spoken to media about this? If so, which media and with what result? |  |
| Have you written a press release about it? |  |
| What else are you/your Lodge doing to promote this event/initiative? |  |
| Will you be taking promotional photographs at the event/initiative?  Who do we talk to for more information? |  |