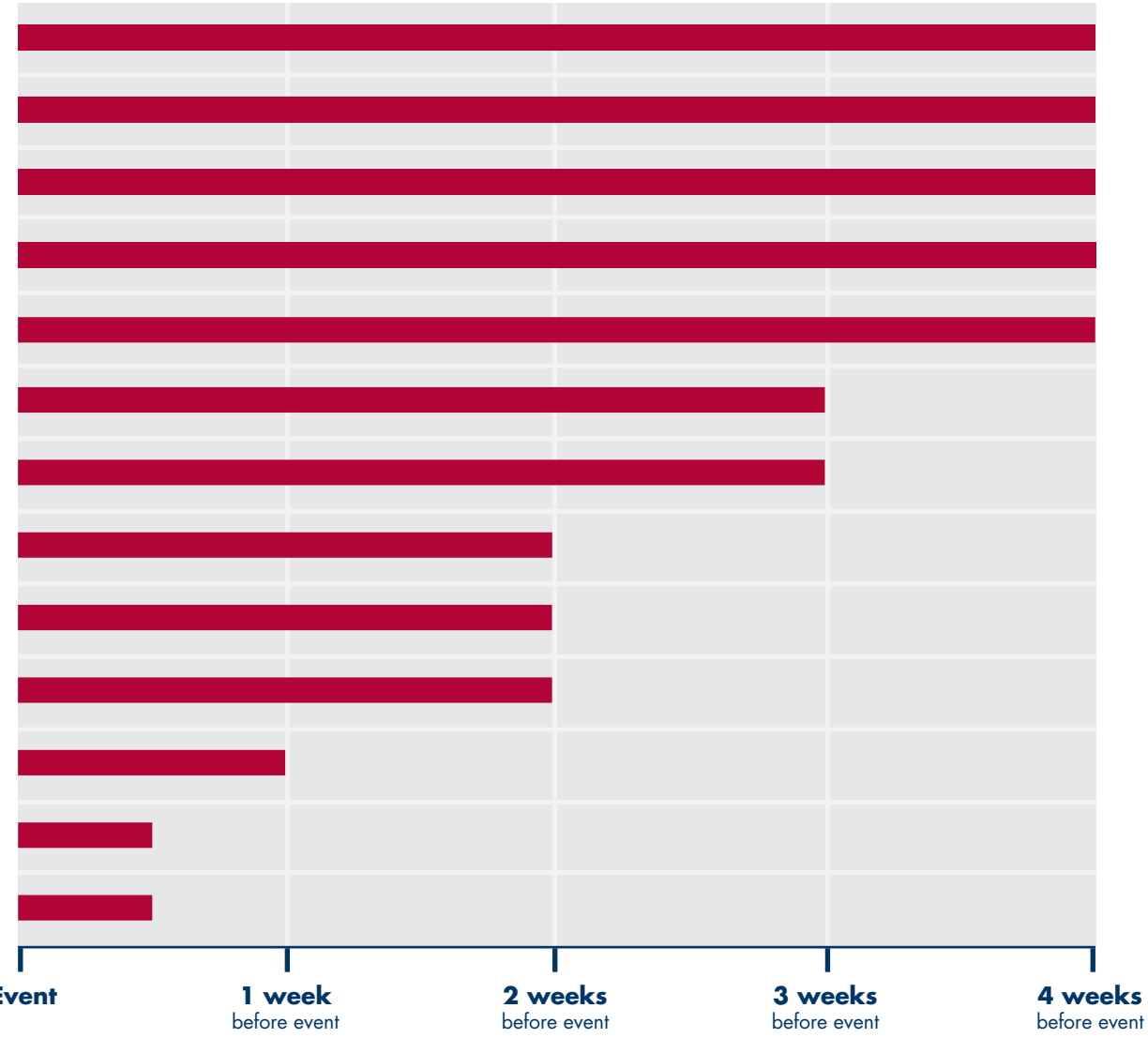
# EVENT PROMOTION TIMELINE

Late requests are difficult or impossible to accomodate. Please use this chart when planning an event. The majority of event details must be provided as noted.
**Also remember to add your event to the campus calendar (Contact Roycelyn.J.Bastian@LoneStar.edu).**

| Page | Services | Deadline to request services |
|---|---|---|
| 1 | **Press Release** – 4 weeks<br>Roycelyn.J.Bastian@LoneStar.edu | |
| 3 | **TV Video Promotion** – 4 weeks<br>www.lonestar.edu/<br>kingwood-relations-forms | |
| 6 | **Instructional Video** – 4 weeks<br>wwwappskc.lonestar.edu/<br>media-services/index.cfm | |
| 6 | **Photography** – 4 weeks<br>wwwappskc.lonestar.edu/<br>media-services/index.cfm | |
| 6 | **Signage** – 4 weeks<br>wwwappskc.lonestar.edu/<br>media-services/index.cfm | |
| 1 | **Newspaper Ad** – 3 weeks<br>Roycelyn.J.Bastian@LoneStar.edu | |
| 8 | **Posters/Fliers** – 3 weeks<br>Pamela.R.Clarke@LoneStar.edu | |
| 8 | **Hallway Monitors** – 2 weeks<br>Pamela.R.Clarke@LoneStar.edu | |
| 6 | **Printing** – 2 weeks<br>Kingwood.Media@LoneStar.edu | |
| 7 | **Promotion/Goody Bags** – 2 weeks<br>Kristine.M.Abraham@LoneStar.edu | |
| 2 | **Weekly Email Blast** – 1 week<br>Kristine.M.Abraham@LoneStar.edu | |
| 9 | **Web/Social Media** – Week of event<br>Rosendo.Reyna@LoneStar.edu | |
| 2 | **LED Monitors** – Week of event<br>Roycelyn.J.Bastian@LoneStar.edu | |