

Have a poetry event, submission, contest, etc. to share? Let us help get the word out!

How to Submit a Publicity Request to PSNH:

In order to ensure we can post your publicity request timely and to avoid any back and forth, please provide the following information via email, as applicable to the request, in the order provided below.

Please send the email to publicity@psnh.org with the **Subject Line: "PSNH Publicity Request"**

Details:

- **Date(s):** The date, day of the week of the event, time-frame of submissions, contest, etc. as applicable
- **Time:** The time of the event, happening (including end time if applicable)
- **Headline/Title:** The headline / title of event, contest, etc. - This is what we will display as header in our publicity
- **Description:** Please provide *up to* 10 lines describing the event, contest, etc. If registration is required, please indicate this in the description.
- **Bio:** Please provide *up to* 5 lines (per individual) for appropriate bio, including link to individual's website or social media, as applicable. If bio info is not applicable to the request, please enter "N/A".
- **Location:** The location of the event: name of location, full address, and/or link to event (if online) - If there is no location, enter "N/A". If the link is to registration for the event, please indicate it as such.
- **Graphic:** Please upload a graphic / image for publicizing the event. A visual for the event is required in order for us to post the event, open submission, contest, etc. on our website and social media accounts.
- **Contact Information:** Please provide a contact for this request: First and Last Name, Email