



Marketing & Public Relations Assistance

(updated 7/27/17- cjm)

Online – Website & Social Media:

- **Visit Stillwater Website:** VisitStillwaterOK.org
 - With over 20,000 views a month, our website and interactive online calendar are excellent resources to promote your event.
 - Please provide detailed information about your event including:
 - Event name
 - Event date(s)
 - Times (beginning and ending times)
 - Location
 - Contact name, phone number and email
 - Event website and/or Facebook address
 - Cost to attend
 - Lineup of Entertainment and/or details about the event
 - Associated image or logo
 - If complete event details are not available at the time your date is set, details can be added when they become available.
 - If you have questions about event uploading, contact:
 - Melisa Davenport, Office Manager, Melisa@visitstillwater.org
- **Visit Stillwater Blogs:** VisitStillwater.org/blog
 - With enough information provided (including photos, fliers, maps, etc.), we will write a blog feature about your event and how to attend or participate.
- **Visit Stillwater Facebook:** facebook.com/VisitStillwater
 - Facebook Status Updates promoting/mentioning your event within one month of event date.
 - Encouraged to post event information, updates, entertainment, changes, cancellations, etc. directly on Visit Stillwater Facebook page.
- **Visit Stillwater Twitter:** twitter.com/visitstillwater
 - Tweets referencing your event and link for additional information about your event.
 - Retweet event information, updates, entertainment, changes, cancellations, etc. #VisitStillwater.
- **Visit Stillwater Instagram:** instagram.com/visitstillwater
 - Share photos or videos representing your event @VisitStillwater.

Press Release Distribution:

- Distribute accurately formatted press releases to local, regional, state and/or national media contacts.
- Contact Kylie Vincent, Vice President, at Kylie@VisitStillwater.org for a press release template.

Television:

- Visit Stillwater President/CEO co-hosts “The Morning Edition” on KWEM Tv-31 (Sudden Link Channel 3) live daily weekday mornings and coordinates guest appearances for each show:
 - Book your guest appearance at least 6-8 weeks in advance in order to guarantee availability.
 - Please provide guest name(s), topic, website address and phone number for TV monitor.
 - The show airs LIVE at 7:00am. Please arrive 10 minutes early.
 - Tv-31 Studio is located at 114 West 7th Avenue (Downtown Stillwater).
 - The show is divided into 4 segments:
 - Guests will most likely be on the middle 2 segments.
 - Each segment is approximately 5 minutes.
 - There is room on the set for 2 guests per segment (if you have 3 or 4 people, you can switch out at commercial break).
 - Wear what is appropriate for your topic - logo shirt, event T-shirt, suit & tie, costume, etc.
 - The interview is a very casual conversation and time will go by very quickly.
 - The show is rebroadcast again the same day at 8:00am, 12:30pm and 7:00pm.
 - The show airs in the Stillwater, Perkins, Cushing, and Drumright markets
 - Guests are booked on a first-come first-served basis.
 - Contact Cristy Morrison, President/CEO, at Cristy@VisitStillwater.org for available days.

Radio:

- The Radio Calendar Script* exported directly from the Visit Stillwater website calendar. Therefore, the more detailed information included in your description, the better we are able to promote the specific details of your event.
 - **Monday:** Team Radio’s Triple Play Sports “Morning Scramble” from 7:35-8:00am concurrently on 105.1 FM, 1020 AM, and 1580 AM.
 - **Wednesday:** Stillwater Radio’s “Stillwater Magazine” 780 AM – 8:15-8:45am
 - **Thursday:** Team Radio’s Triple Play Sports “Morning Scramble” from 8:15-8:45am concurrently on 105.1 FM, 1020 AM, and 1580 AM
- Radio Calendar Scripts are left each week with radio personalities to refer to on air.

24/7 Visitor Information Center:

- Post event fliers and posters in our 24/7 Visitor Information Center with over 100 travel brochures, magazines, fliers and event information – a first stop for many out of town visitors and Stillwater residents alike.
- Display event promotional publications such as brochures, rack cards, magazines and/or coupons in our 24/7 Visitor Information Center.
- Please see Melisa Davenport, Office Manager, who will place your posters and/or materials in the 24/7 Visitor Information Center for you.

Visitor Information Center Outdoor Banner Stands:

- Display 3 x 8 event banners on a first-come, first-served basis.
- Contact Nicole Horn, Director of Sales, at Nicole@VisitStillwater.org for banner placement availability.

For more information or event marketing consultation contact: Kylie Vincent, Vice President, 405-743-3697 or Kylie@VisitStillwater.org