

**ZONTA INTERNATIONAL DISTRICT 10  
PUBLIC RELATIONS AND COMMUNICATIONS REPORT**

**Please complete the following questions and email to District 10 Secretary and Lt. Governor by June 30.  
The Public Relations and Communications Report is judged for awards at the D10 Conference and  
Governor's Summit.**

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*When necessary, please provide descriptive answers on a separate sheet of paper*

**Zonta Club of \_\_\_\_\_ Club Number \_\_\_\_\_ Year Ended \_\_\_\_\_**

**General**

Has your club updated all PR material (website, Facebook and social media, newsletter, brochures, business cards, letterhead, etc.) with current ZI branding, including logos and mission statement. (10) \_\_\_\_\_  
Yes No  
Please attach one sample.

Did your club have a PR & Communications Plan that includes Public Relations, Website, social media, and Newsletters? Please attach. (10) \_\_\_\_\_  
Yes No

Are Zonta flags or banners displayed at all club meetings and functions? (5) \_\_\_\_\_  
Yes No

Has your club submitted at least one success story to the ZI website? (5) \_\_\_\_\_  
If so, please give details. Yes No

Does your club have a permanent e-mail address? (5) \_\_\_\_\_  
What is it? \_\_\_\_\_ Yes No

**Social Media (Facebook, Twitter, Instagram, LinkedIn, etc.)**

Does your club have an updated social media presence visible to the public? (10) \_\_\_\_\_  
Provide link. Which platforms and provide links: Yes No

Does your club have a closed Facebook page (visible only to club members)? How do you use this group? (5) \_\_\_\_\_  
Yes No

How does the club use social media to further the Zonta Mission? Please give specific details. (5) \_\_\_\_\_  
Yes No

Do you use Zonta-based hashtags to promote your social media posts? (10) \_\_\_\_\_  
Yes No

### Website

Does your club have a website with an appointed webmaster or website coordinator? (5) \_\_\_\_\_  
Yes No

Link to Web Site \_\_\_\_\_

Webmaster's Name \_\_\_\_\_

Is your website **updated** at least monthly? (5) \_\_\_\_\_  
Yes No

Do you provide a QR code for quick access to your website? (5) \_\_\_\_\_  
Yes No

Does your club website include the following topics? (10) \_\_\_\_\_

- Home page, including information about Zonta, club & location
- Special events
- Club calendar (up to date, including Area, District, and ZI events)
- Club newsletter
- District news, including a link to the District 10 website
- International news, including a link to the ZI website
- Membership
- How to contact your club

Yes No

### Newsletter

Did your club publish a newsletter for members at least 6 times per year and distribute them to the District Board members? (5) \_\_\_\_\_  
Yes No

Does the newsletter include the following elements:

Masthead with the Newsletter Name, Club Name, Charter Date, District Number, Area Number, Zonta Mission Statement, Club's ZI logo, Issue Date, Name and email address of the president, Name and email address of the editor and the following:

Calendar of events including meeting dates.

International News

District News

Local Club News

Member News

(15) \_\_\_\_\_  
Yes No

**Is your newsletter available online?**

**If so, give link.** \_\_\_\_\_

**If not, please attach a copy of one issue.**

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**Public Relations Committee Chair Signature**

**DATE**