

**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**.

Please save and name the report with the following format; **2026ClubNamePRReport.PDF**.

The Public Relations and Communications Report is judged for awards at the

D10 Conference and Governor's Summit.

[zontad10secretary@gmail.com](mailto:zontad10secretary@gmail.com)

[dianeHP@gmail.com](mailto:dianeHP@gmail.com)

*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. Yes No (5) \_\_\_\_\_

Please attach one sample at the end of the report. Sample (5) \_\_\_\_\_

Did your club have a PR & Communications Plan that includes Public Relations, Website, social media, and Newsletters? Please attach. Yes No (5) \_\_\_\_\_

Attached Plan (5) \_\_\_\_\_

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

Has your club submitted at least one success story to the ZI website through Share Your Story page? If so, please attach story at the end of the report. Yes No (5) \_\_\_\_\_

Attached Story (5) \_\_\_\_\_

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

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

Does your club have an updated social media presence visible to the public? Provide link. Which platforms and provide links: Yes No (5) \_\_\_\_\_

Links (5) \_\_\_\_\_

Does your club have a closed Social Media page (visible only to club members)?

Yes No (5) \_\_\_\_\_

How do you use this group?

Group Use (5) \_\_\_\_\_

How does the club use social media to further the Zonta Mission?

Yes No (5) \_\_\_\_\_

Please give specific details.

Details (5) \_\_\_\_\_

Do you use Zonta-based hashtags to promote your social media posts?

Yes No (5) \_\_\_\_\_

Social Media Content Manager's Name \_\_\_\_\_

Name (5) \_\_\_\_\_

**Website**

Does your club have a website with an appointed webmaster or website coordinator?

Yes No (5) \_\_\_\_\_

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

Links (5) \_\_\_\_\_

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

Is your website **updated** at least monthly?

Yes No (5) \_\_\_\_\_

Do you provide a QR code for quick access to your website?

Yes No (5) \_\_\_\_\_

Does your club website include the following topics?

Yes No (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

**Newsletter**

Did your club publish a newsletter for members at least 6 times per year and distribute them to the District Board members?

Yes No (10) \_\_\_\_\_

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:

Yes No (10) \_\_\_\_\_

Calendar of events including meeting dates.

International News

District News

Local Club News

Member News

Do you share your newsletter to like-minded organizations outside of Zonta?

Yes No (5) \_\_\_\_\_

Is your newsletter available online?

Yes No (5) \_\_\_\_\_

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

If not, please attach a copy of one issue.

Link or Copy (5) \_\_\_\_\_

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Submitted by Name, Role and Date

Additional Information and/or Comments may be added to this section.

A large, empty rectangular box with a thin black border, occupying most of the page below the text. It is intended for providing additional information or comments.