



## PUBLIC RELATIONS TEMPLATE

*PLEASE COMPLETE THIS FORM WHEN PROVIDING INFORMATION  
TO YOUR DISTRICT PR/PUBLICATIONS CHAIRMAN  
TO WRITE AN ARTICLE/MEDIA RELEASE*

This information will be used to enable the PR/Publications Chairman to write articles and media releases on behalf of Clubs in a timely manner.

Below is the key information that will be required to do this.

<b>Details Required</b>	<b>Responses to Questions</b>
<b>Name: (Person responsible for event)</b>	
<b>Club:</b>	
<b>Contact Details (Phone &amp; Email if possible):</b>	
<b>Name of Event\Issue:</b>	
<b>Date of Event:</b>	
<b>Time of Event:</b>	
<b>What is the Event\Issue?:</b>	
<b>Where is the Event taking place?:</b>	
<b>Why is it taking place?: (Key objectives you are hoping to achieve)</b>	
<b>Who is involved?:</b>	
<b>How is it occurring?:</b>	
<b>Is there a photo opportunity to be promoted?: (If so, who or what is the photo going to be of?)</b>	
<b>Name a person I can use for a quote:</b>	