News Organizer

Duplicate this page or use an electronic copy on the CD in this kit to organize information for your program announcement, news story or interview:

Who:

What:

When:

Where:

  Are directions needed?

Why:

How?

Cost?

What are the benefits of attending/participating?

Anything else?

Is admission charged?
Registration required?
Lunch on site?
For more information:
Contact name(s): ____________________________________________
Telephone: ____________________________________________
E-mail ____________________________________________