

Use a **REPORTER FORM** to make putting together your publications (and **PRESS RELEASES**) easier and more complete

You don't need to be told how hard it is to get people to write for the church letter, bulletin, or whatever it is that you need to publish for an event. Use this form to gather all the information you need. Ask the organizer to fill in the form or call the organizer and use the form while you 'interview' her.

Name of event: _____

Date: _____

Sponsored by: (department of church or person): _____

Person in charge: _____ Email/Phone number: _____

Location of event: _____

If not at the church, please give directions and a name and phone number for the location

Time (be sure to include start and ending) : _____

Cost: _____

Child care? _____ Cost and location: _____

Who is it for? Age group, church, visitors tc. Describe the activity: _____

What will the person attending get out of it? _____

Why should people attend? _____

Any other information we need to know: _____
