

Template for Publicity Submission

This document should be used when you would like publicity for an activity/event/program that you are planning or that has already occurred. If you are seeking publicity for an activity/event/program that has yet to occur, this document needs to be turned in 3 weeks prior to activity/event/program.

Please attach this document and e-mail SharonHolbrooks@sbcglobal.net. If you do not have access to a computer, please send information to Sharon R. Holbrooks. Whenever possible, digital photos should be attached. Please include an explanation of the photo along with the first and last names of anyone in the photo(s).

Contact Name:

Contact Phone/e-mail:

Troop/Pack:

Name and contact information for coordinator of the activity/event/program:

Name of the activity/event/program?

Describe the activity/event/program:

Who is/was involved or targeted with this activity/event/program?

Date, time and location of the activity/event/program:

Why is/was this activity/event/program important?

What is/was unique, different, or unusual about this activity/event/program?

How many scouts/people attended the activity/event/program?

Quote from someone at the event indicating the impact/importance of the activity/event/program:

Full Name:

Position/Relation to Scouting or Activity:

Quote:

Please include any additional information that might be helpful in getting publicity:

Questions? Please call Sharon R. Holbrooks @ 314-799-7206.