

## Public Relations Media Report

*Regents, please provide this report to all Chairpersons requesting that they submit accurate information to Publicity and Scrapbook chairpersons.*

(This is a Suggested Outline; by State Public Relations Chair, Terrie Vacek, 936-856-9899)

Court Name & Number:

Date of Event:

Name of Event:

Pre Notice or Post Article:

Deadline for Pre-Coverage:

Chairperson:

Contact Phone Number:

Committee Members:

Held where:

What time:

Purpose of the Event:

Highlights (three or four) of the Event:

Outcome of the Event:

Thanks and Appreciation to:

Other individuals involved (and what they did):

Co-Sponsored or Chaired with another organization:

Notice:

Group photos of 12 or more have a 'group title' not individually named.

Provide Name and Title for all Photos under 12 left to right, front to back.

Provide High Resolution photos to your local & diocesan newspapers and SHARE.