



Grange Press Release 10 STEP WORKSHEET

Use this form to help you gather the necessary information for your press release.

1.

GRANGE NAME & NO. --

2.

NEWS TYPE -- ___ EVENT ___ MEETING ___ FAIR ___ ANNOUNCEMENT

3.

HEADLINE --

4.

DATE --

TIME --

5.

LOCATION NAME & ADDRESS --

6.

DESCRIPTION --

7.

BACKGROUND / WHY --

8.

QUOTES --

9.

CONTACT NAME & TITLE --

WEBSITE --

10.

CONTACT PHONE --

CONTACT E-MAIL --