ANNAPOLIS JAYCEES – PUBLIC RELATIONS INFORMATION SHEET
(FOR MEDIA DISTRIBUTION)

Project Name: _____ Project Chairperson: _____
Portfolio: _____ Portfolio phone: _____
Portfolio e-mail: _____
Date(s) of project: _____
Raindate (if applicable): _____
Location: _____ Time(s): _____
Deadline: _____ Cost (if applicable): _____

Below please give a brief description of the project:

- Is it a community service project, chapter fund-raiser, ID seminar, a recruiting event?
- How many people will it involve or impact?
- Who is the target audience?

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Please note: The PR Director is entitled to edit information, if necessary.

Public Relations Director's Use Only: (Info Sheet Received On: _____)

Newspapers: _____
Magazines: _____
Radio: _____ TV: _____

Press Release: _____ Calendar Listing: _____ Announcement: _____ Photo Caption: _____

January 2005 – Dana Disborough