

PRESS RELEASE



Indiana Lakeland Girl Scout Council
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Do you have a Girl Scout story or news to share? Perhaps you have an upcoming or past project, event, trip, ceremony or community service project. If so, mail, fax or email this form (or give to your MMS) **at least five working days prior** to your requested submit date.

Event name _____

Date you want story submitted to the media _____

Explain story

Who: _____

| Contact Name | Troop/Group # | Today's Date |
|--------------|---------------|--------------|
|--------------|---------------|--------------|

Address

Phone

What: _____

When: _____

Where: _____

Why: _____

How: _____

How many will (did) take part: _____
Attach more info if needed.

Please list any personal media contacts you may have so we can better coordinate efforts.

Photo(s) enclosed Yes No

Photo(s) to be returned Yes No

(If yes, put your return address on the back of each photo.)

Identify persons in photo, from left to right, giving titles, etc. and please explain what they are doing in the photo.

Return this completed form with any photos to Marketing/Fund Development or your MMS at least **five working days prior** to date you want information released to media.