



PR Information Sheet

Submit to Kathy Carol, Director, Public Relations
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 Megan Fasig, Manager-South Community Development
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Name of Event _____

Is the event a Service Project Troop Event NBH event Other

Event Date _____ Event Time _____

Location _____

List troop(s) and number of individuals/organizations/companies involved: _____

Indicate Troop level(s): Daisy Brownies Juniors Cadettes Seniors

Total number of Participants: _____ Troops _____ Girls _____ Adults

Target Audience/Geographic Area _____

Detailed description of event/activity (*include why you feel it is newsworthy*): _____

Contact Person: _____ Email _____

Home # _____ Wk# _____ Cell # _____

Please check mark preferred contact and indicate best time to reach: _____

IF event has already taken place, are photos available? Yes No
 Do you have signed photo releases from all non-Girl Scout participants? Yes No Need Form
 Photo Contact _____ Email _____
 Home # _____ Wk# _____ Cell# _____

Submitted by _____ Date _____

Received by PR _____