



Event-in-a-Box

News Organizer

Duplicate this page or use an electronic copy on the CD in this kit to organize information for your program announcement, news story or interview:

Who:

What:

When:

Where:

Are directions needed?

Why:

How?

Cost?

What are the benefits of attending/participating?

Anything else?

Is admission charged?

Registration required?

Lunch on site?

For more information:

Contact name(s): _____

Telephone: _____

E-mail _____