

Wellesley POPS

Print Media Event Summary Sheet

Your Name _____ Date _____

Your Phone number _____ Your email _____

Event Name: _____

Location: _____

Date(s) _____

Ticketing information: (ie. Price, where to buy, etc.): _____

Event Information:

Who is involved? Are there any special individuals that need special recognition? Anyone to thank?
Please include contact information if needed, and check spelling of all names.

What is the event? Is this an annual event? Give a summary of what the audience can expect to see.

Why is this event occurring, is there a special reason the event is being held? Why should the public attend?

Please send completed forms to mollycote@yahoo.com. Allow for **two weeks** lead-time for articles to be submitted for print. Attach photos actual size to emails or send a dropbox link to your photos. Include name of photographer for photo credit and brief description of photo, including names of individuals in photo if appropriate. ****Make sure all photos are approved for publication and individuals have signed a photo release! ****