

DIOCESE OF ST. AUGUSTINE

News Release Request Form

Title of Event: _____

Date of Event: _____

Time of Event: _____

Location of Event: _____

Coordinator/Sponsor(s) of Event: _____

Contact Phone Number: _____

Contact Email: _____

Cost to Attend: _____

Target Audience: _____

Contact information for the public for more information and/or registration:

Name: _____

Phone: _____ Cell: _____

Email: _____ Website: _____

Request/Info submitted by: _____

Date submitted: _____ Telephone/Ext.: _____

Who and/or what will be featured at this event? _____

Why is this event of interest to your audience? Why will they want to attend? (If there is not enough space here, please attach sheet to this form): _____

Please provide a quote(s) for the news release: _____

Background/Biographical Information provided: _____ yes _____ no

Photos submitted: _____ yes _____ no

Note: This form should be submitted to the Office of Communications at least 5 to 6 weeks prior to the event for secular media. Please email the completed form to kbagg@dosaf.com or fax a hard copy to the Office of Communications at (904) 262-2398.