

PRESS COVERAGE REQUEST FORM

The purpose of this form is to make the Schools Office aware of potential newsworthy stories from your school. Please fill in the information below and send back to the Marketing Coordinator for the diocesan schools and academies. They may contact you with follow up questions, so please be sure to include your contact information.

They will then share the information with the Diocese of Brooklyn Press Office, as well as with The Tablet newspaper, and Currents news program. If the press office believes the story may be of interest to religious and/or secular news outlets, they will work with you on crafting an official Press Release for the event and distribute it. Your availability via phone and email is critical to this process.

Although it is not a guarantee that every story you submit will get coverage, we do encourage you to take advantage and complete this form on a regular basis, as media outlets are always on the lookout for potential stories.

WHO: e.g. 8th graders at Salve Regina Catholic Academy

WHAT: e.g. planting a garden at a home for senior citizens

WHY: e.g. to learn about botany while giving back to the community

HOW: e.g. using garden tools/decorations they made in class

WHEN: date/time the children will be in action.

WHERE: location

WHY IS THIS NEWSWORTHY: In a few sentences, explain why your event is newsworthy and/or relevant. Why should people care?

YOUR CONTACT INFORMATION: Best email and mobile phone number