

Press Release Form

The Tribune Press Release Editor, 781-7900; fax is 781-7905. Hand deliver to 3825 S. Higuera St. or mail to P.O. Box 112, San Luis Obispo, CA 93406. The Tribune is happy to publish notices about club activities, service organizations, fund-raising events for non-profit groups, and other events of public interest to the community at large. **NOTICES SHOULD BE AT THE TRIBUNE OFFICE TWO WEEKS BEFORE THE EVENT.** This form can be used to put announcements in the daily calendar, Wednesday's Food, Thursday's Seniors, Friday's Health, Friday's Ticket calendar, Saturday's Religion and Home & Garden, Sunday's Get Social or in the Business and Agriculture sections. Requested donations are printed in Our Towns on Sundays, Tuesdays, and Thursdays.

WHAT (what is the event? include which annual, etc., if applicable)

WHO (who is sponsoring, giving, promoting, etc., this event?)

WHERE (include street, city, park, building, etc., for location)

WHEN (include day(s), date(s), time(s), of event)

FOR WHOM (Is the public invited? Is it members only? Or...?)

COST (include ticket price(s), fee(s), or is this event free?)

We need a phone number our readers can call for more information, to be published in the paper. Your notice will not be published without it.

Phone number _____ Name(s) _____

PLEASE NOTE: Who should the The Tribune call if we have any questions about your notice?

Name _____ Daytime Phone _____

IMPORTANT: HAVE YOU DOUBLE CHECKED THIS INFORMATION BEFORE TURNING IT IN TO US?

Date submitted _____

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TRIBUNE