Rotary Club of Cupertino
NEWS REQUEST FORM

From: AOS Committee: _____

To: Public Image Chair Irmgard Lafrentz (**email: irmgard@globalpresspr.com**)

Project/Topic/News is about: _____

Date: _____

AOS Champion & Title: _____

   Contact Information: **Tel**:_____**Email** _____

News Facts —Include: e.g. location, specific need & charitable purpose being addressed

┌───┐
│   │
│   │
│   │
│   │
│   │
└───┘

Media Outlet Desired: (please select priority – **Complete both** if both are desired) **AND complete applicable section/s below.**
   External: Courier/Mercury, Social, Facebook, LinkedIn, Twitter _____
   Internal: Clubrunner, Website, District Newsletter _____

External: Describe why this is important for External media – e.g. Fundraising, Visitors to the event, Awareness
          building, New members etc.)

┌───┐
│   │
│   │
│   │
│   │
│   │
│   │
│   │
│   │
└───┘

Internal: Describe why club members/district should know about this – e.g. Attract new committee members,
          Funding support etc.:

┌───┐
│   │
│   │
│   │
│   │
│   │
│   │
│   │
└───┘