

Public Information Section Work Request Sheet

ARTS. PARKS. HISTORY.

Wyoming State Parks & Cultural Resources

Date: _____

Please use this sheet to request a press release, promotion of an event or media announcement, or flyer/pamphlet/booklet. Please fill out the information sheet as much as possible and provide as much detail possible. Provide information 10-14 days before event to allow for adequate lead-time for media, or preparation and editing of materials. Provide information ASAP after incident or breaking news.

Your name and contact information (phone, cell, email, etc.) _____

Date of event or incident _____

Site hosting the event or where the incident happened _____

Other SPCR employees with information concerning incident or event (please include contact info.)

Detailed information concerning incident or event, please provide as many names as possible (Please use back of page if needed)

Other agencies or persons involved in event or incident_____

Other information that the public information office should know about in preparing the press release

If possible, please include flyers, web addresses or incident reports that would provide additional information that could be used in generating the press release_____

Publication format needed:

<input type="checkbox"/> Booklet	Size:_____
<input type="checkbox"/> CD	Color:_____
<input type="checkbox"/> Flyer	
<input type="checkbox"/> Pamphlet	
<input type="checkbox"/> Poster	Print Format:_____
<input type="checkbox"/> Video production	_____
<input type="checkbox"/> Other _____	_____

	Number needed:_____

Deadline needed:_____

Budget code:_____

Contact for final proof review:_____

Please feel free to contact Gary Schoene, 7014; or Laura Patridge, 2484; if you have questions or concerns re: this information. Send this sheet to either Gary or Laura via fax 307-777-6005, or via email at Gschoe@state.wy.us or LPatri@state.wy.us.