

Weed and Seed In-Sites Magazine
Story Submission Form for Events

- | |
|---|
| <ol style="list-style-type: none">1. PLEASE FAX THIS FORM TO 202-616-1159, ATTN: IN-SITES EDITOR2. MAIL ORIGINAL ALONG WITH PHOTOS AND/OR OTHER ATTACHMENTS TO:
In-Sites Editor
Executive Office for Weed and Seed
810 7th Street, NW
Washington, DC 20531 (20001 if sending via FedEx) |
|---|

Date: _____
Name: _____
Title & Organization: _____
Phone Number: _____
E-mail Address: _____

Weed and Seed Site Name: _____
Weed and Seed Site City, State: _____

Please answer the following questions completely, and provide supplemental details or information as necessary.

What event is the subject of this story, and for what reason?

Do you have photos/artwork/logos to accompany this story? **G** Yes **G** No

If yes, enclosed are ____ number of photos.

Please provide:

Names of the people in each photo _____

Activity (i.e., Halloween carnival) _____

Date photo taken _____

<p><i>Please note the following:</i> We will accept 1) black and white or color photos that were taken with a 35 mm camera or 2) electronic files of photos that were taken with a digital camera. If you choose to send digital photos, please note that the photos must be a minimum of 300 dpi at 100 percent. (This requirement assumes that the photos are standard 3" x 5" or 4" x 6" prints.)</p>

Was this highlighted in one of your neighborhood publications? **G** Yes **G** No

If yes, please provide a copy of that article.

(Submission form,

Event)

ATTN: IN-SITES EDITOR

Please provide all information in the section below:

Title of event: _____

Date of event: _____

Location of event: _____

Length of event (hours, days, weeks): _____

Frequency of event (e.g., annual event, first-time event): _____

What is the event's purpose? _____

Who attended? _____

How many people attended? _____

Who spoke/presented (what credentials, on what topic/subject)? _____

Was the event free? **G** Yes **G** No

Who is the event sponsor? _____

Who planned the event? _____

Were there any problems or interesting events that took place while planning the event?

What your Weed and Seed site contributed to the event (e.g., funding, volunteers): _____

Please provide any additional information you may find relevant to the story:

Who should I call if I have further questions about this event?

Name: _____

Title: _____

Telephone number: _____

E-mail address: _____

(Submission form,

Event)

ATTN: IN-SITES EDITOR

Does this story fit into an *In-Sites* department? Yes No Don't know

If yes, which one?

Community Policing

Neighborhood Restoration

Law Enforcement

Winners

Prevention, Intervention,
and Treatment

Web Sight

Conference Corner

DEFY