



OUTLINE GUIDE FOR SUBMITTING ARTICLES

Use this worksheet to collect information for your news articles. Fill in the blanks and then, using the information, write your article.

DATE OF SUBMISSION: _____

STORY HEADLINE: _____

SUBMITTED BY: _____

CONTACT INFO: _____

AUTHOR'S JOB TITLE: _____

CHURCH/SCHOOL: _____

CONFERENCE: _____

WHO was involved?:

WHAT happened?:

WHEN did it occur?:

WHERE did it happen?:

WHY? (purpose of the event):

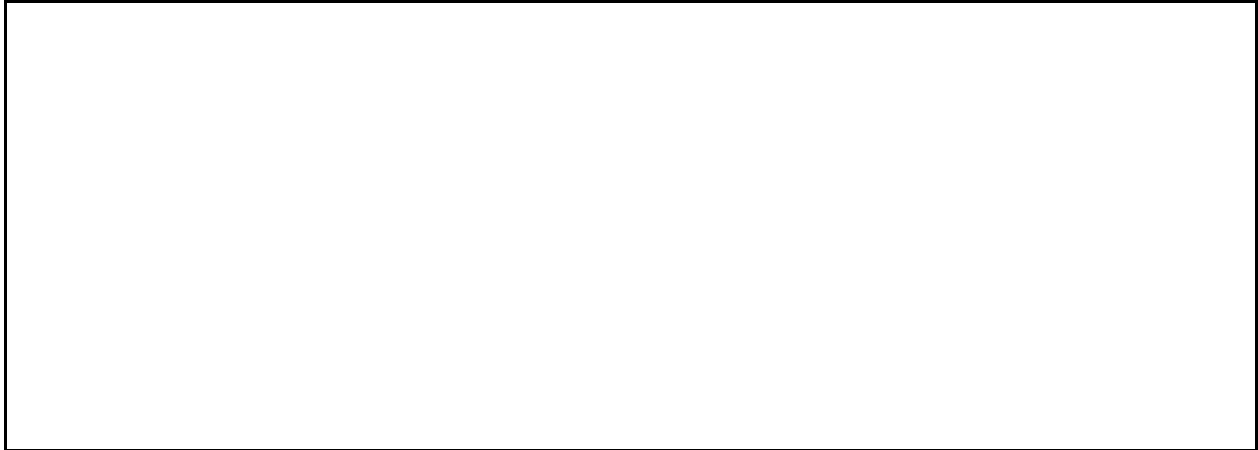
Other items of interest:

Quotes from people who attended (if available):

Are photos available? _____

Photographer's Name: _____

Photo Captions (create a caption for each photo):

A large, empty rectangular box with a black border, intended for writing captions for photos. It occupies the lower half of the page.