

Article Information Sheet

Bermuda Run Garden Club

Please make sure all information is verified AND spelled correctly! Do not assume anything!
Information from this sheet WILL BE PRINTED AS IS.

To get the article written and published promptly all information and photos are due WITHIN 3 DAYS FOLLOWING THE EVENT.

1. Event name:
2. Committee chair(s) and phone:
3. Name of person submitting information if different and phone:
4. Hosted by:
5. Date of event:
6. Sponsored by:
7. History of event:
8. Held at what place:
9. Located where: (city,state)
10. Entertainment by: (pianist, group, etc)
11. Speaker(s) name and background:
12. Speaker topic and information on what they spoke about:
13. Special guests: (mayor, president of, group, etc)
14. Activities: (singing holiday songs, games)
15. Awards-BE SPECIFIC -how many, what divisions, who won them and why did they win
16. Any other special information about the event you want mentioned in the article
17. Photos: at least six GOOD pictures. 8-10 pictures preferred for full page article. If award/gift is given then a picture with the person(s) and award is a must.

NOTE: Photos are the responsibility of the committee in charge of the event.

Please make sure Club photographer is notified. If she is not able to come, the committee must appoint someone in charge of taking photos for article.