

The Oregonian Calendar(s) Press Release Form:

What: (Place the name of the event here)

When: Hours: _____ **a.m./p.m. Day(s):** M, Tu, W, Th, Fr, Sa, Su _____

Date(s): (00/00/0000) _____

Why: (State purpose of event - to inform, to celebrate, holiday, just for fun, raise funds, etc)

Where: (Exact address, including the house/building number and whether it is a street, an avenue, a place, a court, etc., and town name. Crossroads if no address.)

Who: (Event sponsor, beneficiaries, etc.)

Cost: (Include admission, any extra fees, or discounts, and how/where to get tickets, such as, at the door, in advance by calling xxx-xxxx, or at website.)

Additional Information:

Contact: (Please include a telephone number AND a website [if available] that we can *publish* in the paper in case readers have any questions) _____

Press contact daytime telephone number: (If it is different than number to be published)
