



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): \_\_\_\_\_

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Other items of interest: \_\_\_\_\_

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Quotes from people who attended (if available): \_\_\_\_\_

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Are photos available?

Photographer's Name: \_\_\_\_\_

Photo Captions (create a caption for each photo): \_\_\_\_\_

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