GLEANER
THE ATLANTIC UNION

Use this worksheet to collect
information for your news articles.

BASIC INFORMATION

Be sure to include the following basic information.

- Date of Submission:

- Submitted By:

- Contact Information:

- Church/School/Institution:

- Conference:

- Story Headline:

- Author's Title:

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ARTICLE INFORMATION

Once all of the following information is gathered, use it to write your article.

- **WHO** was involved?

- **WHAT** happened?

- **WHERE** did it take place?

- **WHEN** did it take place?

- **WHY** did it happen?

- **HOW** did it happen? How did it impact the community, people, audience, etc?

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- List other items of interest:

- Include quotes from people who attended:

- Please send high resolution photos attached separately.

- Photographer's name:

- Photo captions (create a caption for each photo):

WORKSHEET FOR ARTICLE SUBMISSION