

PRESS RELEASE WORKSHEET

Tear out (or copy), complete and return this worksheet no later than 8 weeks prior to the start of your family reunion:
 Communications Department; Louisville Convention & Visitors Bureau One Riverfront Plaza; 401 West Main Street, Suite 2300;
 Louisville, KY 40202 Communications@gotolouisville.com

Organization: _____

Meeting Name: _____

Date: _____ / _____ / _____ Location: _____

Organization's Web Address: _____

Number Of Family Members Attending: _____

States And/or Countries Represented: _____

Media Contact: _____ Title: _____

Address: _____

Email Address: _____

Phone: _____ - _____ - _____ Fax: _____ - _____ - _____

Cell Phone or On-site Media Phone at Convention: _____ - _____ - _____

Events that are open to the public are occasionally added to our calendar of events at www.gotolouisville.com. If you'd like to have your event considered, check here.

Description of Family (history, connection to area, etc.):

Scheduled Events (times & locations for photo opportunities):

Please provide a direct quote from you or your family spokesperson. Suggested topics include:

- Why did you choose Louisville for this event?
- Why are you looking forward to having this event in Louisville?

Name: _____ (to appear in print with the quote)

Title: _____ (to appear in print with the quote)

Attach additional information, such as programs, agendas, and featured speakers/topics.