

Communications & Public Affairs
Moose International
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OFFICE USE ONLY
DATE: _____
PHOTOS: _____
CLIPPINGS: _____

MOOSE MAGAZINE STORY INFORMATION FORM

Moose Magazine is the official publication of Moose International, distributed to all members of the Loyal Order of Moose and available to all members of the Women of the Moose. The magazine depends on news contributions from Lodges and Chapters. Thus, Lodges and Chapters, preferably in a coordinated effort, are encouraged to send information and photos of important events pertaining to or occurring in your overall Moose operation.

Digital photo prints, sent as ATTACHMENT(s) to an email (not incorporated into a Word document) are preferred. But please EDIT what you take; and attach what you feel are the best two or three (maximum) representative shots to an email addressed to kwehrmeister@mooseintl.org. Photos must be taken in highest possible resolution for use in print production. Submittals consisting of "emptying the photo card," attaching and sending every shot taken, will be ignored and discarded. Please include clear caption information as to what is occurring in the image(s), including left-to-right identifications of persons and their titles in a small group (fewer than ten). Please complete this form and also send as an ATTACHMENT to your email.

If you submit conventional hardcopy photo prints, please DO NOT write on back of photos! (When stacked, the ink goes onto photo underneath & ruins it!)

Complete the form below each time you submit details of your Lodge news event to be published in *Moose Magazine*. The information listed below will provide facts for a story which the editors of *Moose Magazine* will write. Publications Chairmen who desire to write their own story should include the information listed below. Also, submit any available newspaper clippings, programs, etc., to help "flesh out" the information.

Please realize that *Moose Magazine* receives many stories and photo submissions; it may be several months before your information appears. The editors cannot guarantee your story will run, and we reserve the right to decline any submittals.

1. Name of Contact Person: _____

Lodge/Chapter Name & #: _____

Address: _____

City: _____

State/Province: _____ Zip/Postal Code _____ Daytime Phone:(____) _____

IMPORTANT : If hardcopies are sent, do you wish return of materials after publication? Yes___ or No_____

2. Name of project or event: _____

3. On what date was the project or event held (include year)? _____

4. Where was the project or event held (include location title/city/state)? _____

5. Who were the principal person(s) involved in the project or event (also list titles)? _____

6. What did the project or event achieve? _____

7. How much money did the Lodge/Chapter earn from the event (less expenses)? _____
8. If project or event required attendance, how many attended? _____
9. How did the Lodge advertise the event? _____
10. Any problems in regards to the project? _____
11. Any interesting sidelights, human interest news? _____
12. List any prominent people or personalities involved (non-Moose or Moose) with the event: _____

13. What did the speaker(s) say (give quotes if possible): _____

14. Were any awards given (to whom)? _____
15. What were the awards and for what reason were they given or received? _____

16. Was the project or event favorably received by the community? _____ In what way? _____

17. How frequently does the event occur? _____
18. List any other highlights or background information regarding project or event: _____

19. List individuals on photo (from left to right & front row to back row): _____

