



Request of Information for Media Relations Support  
Local Events/Grand Aerie & Auxiliary Assignments

Contact Persons' Name: \_\_\_\_\_

Contact Persons' Number with Area Code: \_\_\_\_\_

Contacts' Email Address: \_\_\_\_\_

Contacts' Mailing Address: \_\_\_\_\_

Aerie/Auxiliary Number Hosting Event: \_\_\_\_\_

What is the contact person's relationship to this aerie/auxiliary (i.e. officer, chairman, etc.):

\_\_\_\_\_  
\_\_\_\_\_

Name and/or type of event: \_\_\_\_\_

\_\_\_\_\_

Date and time of event: \_\_\_\_\_

Location of event: \_\_\_\_\_

\_\_\_\_\_

Details of event/happenings at event: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Additional information the community/media should be aware of (either with your aerie/auxiliary or event):

\_\_\_\_\_

\_\_\_\_\_

Thank you and someone will be in touch with you at least two weeks prior to your event in regards to your media relations opportunities.

**Please return this form to:**

Amanda DeCastro, Public Relations for the Fraternal Order of Eagles

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