

DEPARTMENT OF NEW YORK
PUBLIC RELATIONS UNIT REPORTING FORM
2009 – 2010

County: _____ District: _____

Unit Name & No. _____

Chairman: _____

Address: _____

Phone No: _____ Email: _____

RADIO / TELEVISION

Radio

Television

Total Public Service Announcements: _____

Total minutes of broadcast time: _____

Total aired interview/event coverage: _____

Total minutes of broadcast time: _____

PRESS ACTIVITIES

Number of Interviews _____

Total number of publicity _____

Total number of articles _____

Total number of Letters to the Editor/Op-Eds _____

Total number of Print Advertisements _____

Total number of pictures _____

Total number of appreciation letters sent out _____

Total number of Special activities on behalf Of Department President's Project _____

Number of press releases sent out featuring Juniors _____

Number of articles published about Juniors _____

PUBLICATIONS

Does your Unit have a Web site? _____

Please list Web address: _____

Does your Unit have a monthly publication?

Newsletters: _____ E-Bulletins: _____ Joint Post Publications: _____

AWARD SUBMISSIONS

Total Unit Program Emphasis Award submission _____

Total Unit Community Display Award submissions _____

OTHER PR PRINT MATERIAL USED: _____

Please list various Information on Next Page

Send this report to: Your County Public Relations Chairman & a copy to your County Pres.
To be received by 11/01/2009, 3/01/2010, and 5/01/2010.

