



# PUBLIC RELATIONS Annual Report

Date of Report: \_\_\_\_\_ Reporting Period: October 1, 2018 to September 1, 2019  
 Report type: **Check ( ) for Locale Report:** Voiture Locale # \_\_\_\_\_, Grande du \_\_\_\_\_  
 Report type: **Check ( ) for Grande Report:** Grande Voiture du \_\_\_\_\_  
 Submitting PR Directeur: \_\_\_\_\_ Phone: ( ) \_\_\_\_\_  
 Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_  
 E-mail: \_\_\_\_\_

**IMPORTANT NOTICE**  
**Reports to National Directeur**  
**must be postmarked not later**  
**than September 1, 2019**

**Locale Directeur:** Mail report to your Grand Public Relations Directeur no later than July 1st  
 (Or as assigned by Grand Directeur)  
**Grande Directeur:** Mail reports to: Robert Cearlock, Directeur Public Relations  
 P.O. Box 1782  
 Mt. Vernon, IL 47022  
 1-618-244-5761 E-mail: cearlock@aol.com

## PUBLIC RELATIONS EFFORTS, INIATIVES AND PUBLICITY ACTIVITY

### Part 1-All Locale and Grande Voitures

Yes No

- Does the Directeur have a copy of the National Manual of Public Relation (on National website) \_\_\_\_\_
- Awards: Did your Grande or Locales submit recommendation(s) for National PR awards? \_\_\_\_\_
- Does your Grand have a Grand PR Directeur? \_\_\_\_\_
- Were locally produced Voiture information brochures distributed \_\_\_\_\_
- Does the Directeur maintain a list of area media outlets (newspapers, magazines, TV, radio) \_\_\_\_\_
- Were Voiture media kits mailed to media outlets in the past year? \_\_\_\_\_
- Did Directeur issue at least one News Release in the past year? (Attach Copy) \_\_\_\_\_
- Directeur's normal method of News Release Transmissions: (check 1) Mail? ( ) Fax? ( ) E-mail? ( ) \_\_\_\_\_
- Publicity: Was your Grande/Locale Voiture featured in local newspapers this past year? \_\_\_\_\_
- Publicity: In magazines, was your Grande/Locale Voiture featured in any magazines this year? \_\_\_\_\_
- Publicity: Was your Grande/Locale featured in any other organizations newsletters this year? \_\_\_\_\_
- Publicity: Aired radio interview? \_\_\_\_\_
- Publicity: Aired radio news? \_\_\_\_\_
- Publicity: Aired TV interview? \_\_\_\_\_
- Publicity: Aired TV news? \_\_\_\_\_

### Part 2-Fill in: Locale or Grande as applicable

Yes No

- Locale*) Issued releases to media outlets in the past year? (Attach copies) \_\_\_\_\_
- Grande*) Issued releases to media outlets in the past year? \_\_\_\_\_
- Additional sheets may be attached for special accomplishments. \_\_\_\_\_

### E-MAIL ADDRESS FOR POINT OF CONTACT FOR YOUR LOCALE/GRANDE

Please print