

***Weed and Seed In-Sites Magazine***  
**Story Submission Form Highlighting a Person**

1. PLEASE FAX THIS FORM TO 202-616-1159, ATTN: IN-SITES EDITOR
2. MAIL ORIGINAL ALONG WITH PHOTOS AND/OR OTHER ATTACHMENTS  
TO:  
In-Sites Editor  
Executive Office for Weed and Seed  
810 7<sup>th</sup> Street, NW  
Washington, DC 20531 (20001 if sending via FedEx)

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Title & Organization: \_\_\_\_\_

Phone Number: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Weed and Seed Site Name: \_\_\_\_\_

Weed and Seed Site City, State: \_\_\_\_\_

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*Please answer the following questions completely, and provide supplemental details or information as necessary.*

What person is the subject of this story, and for what reason?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Do you have photos/artwork/logos to accompany this story?     Yes     No

If yes, enclosed are \_\_\_\_ number of photos.

Please provide:

Names of the people in each photo \_\_\_\_\_

Activity (i.e., Halloween carnival) \_\_\_\_\_

Date photo taken \_\_\_\_\_

***Please note the following:*** We will accept 1) black and white or color photos that were taken with a 35 mm camera or 2) electronic files of photos that were taken with a digital camera. If you choose to send digital photos, please note that the photos must be a minimum of 300 dpi at 100 percent. (This requirement assumes that the photos are standard 3" x 5" or 4" x 6" prints.)

Was this person highlighted in one of your neighborhood publications?     Yes     No

If yes, please provide a copy of that article.

(Submission form,

Person)

**ATTN: IN-SITES  
EDITOR**

*Please provide all information in the section below:*

Name, age, and occupation: \_\_\_\_\_

His or her role in Weed and Seed and length of service: \_\_\_\_\_

Why this is person newsworthy (i.e., personal accomplishments, awards, initiative, occupation, credentials):

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

What makes this person successful? \_\_\_\_\_

Please provide any additional information you may find relevant to the story:

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

Who should I call if I have further questions about this person?

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Telephone number: \_\_\_\_\_

E-mail address: \_\_\_\_\_

Does this story fit into an *In-Sites* department?  Yes  No  Don't know

If yes, which one?

- |   |   |  |
|---|---|--|
| <input type="checkbox"/> Community Policing       | <input type="checkbox"/> Winners                                    | <input type="checkbox"/> Web Sight         |
| <input type="checkbox"/> Neighborhood Restoration | <input type="checkbox"/> Prevention, Intervention,<br>and Treatment | <input type="checkbox"/> Conference Corner |
| <input type="checkbox"/> Law Enforcement          |   | <input type="checkbox"/> DEFY              |