

# PRESS RELEASE FORM



Fill out portions applicable to your unique press release needs and submit to Helen Stone at [helen@biparks.org](mailto:helen@biparks.org).

1. What:
2. When:
3. Where:
4. Cost:
5. Who in the Park District is responsible and/or involved and how did they contribute?
6. Who does and/or would want to know about this?
7. Why is this important?

8. How has Park District staff worked to make this happen?

9. How does this affect the environment, user groups, the community and/or region?

10. Quote(s) from Park District staff (submit 1-3):

11. Organizations or individuals that should be mentioned in conjunction and their level of contribution:

12. Other important points not covered above: