

VFW Post 845 publicity checklist

- Who: (who were the people involved) _____

- What: (what happened) _____

- When: (date and time of event) _____

- Where: (location of event) _____

- Why: (what was the purpose of the event) _____

Photo: (Were photos take of event, if so, who has photos?) ___ Yes ___ No _____

Prepared by: _____ email: _____ Phone: _____