



The Register-Mail Business News Announcement *for the Newsroom*

Business name, address:

Today's date:

Your name, phone number:

1). What is your news announcement?

- A. New employee New owner/manager Employee promotion
 Employee or business award Attend seminar/conference Other: _____
- B. New technology/product line New business strategy Expansion
 Acquisition Other: _____
- C. An event (workshop, ribbon cutting, open house, etc.) *Use the back to tell who, what, when, where and why.* →

2). The basics

- A. (from above) Name the person and his/her job title. What is the name of the award, promotion, conference?
B. (from above) What is different now than from what it used to be?

3). Supporting information

- A. What are the criteria for the award? What are the job duties? OR What was learned at the conference?
B. Give the timeline. When will/did it happen? When will it be/was it complete? How much will/did it cost?

4). Why?

- A. Why did the person get the award, receive the promotion, or attend the conference?
B. Why is this being done? Why is this important to the public or your business?

5). Anything else? Feel free to submit a photo for an employee announcement!

A/B. Any additional information:

Deliver, mail, fax or e-mail to:
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