

The Wellington News

113. W. Harvey • wellingdailynews.com • 620-326-3326

EVENT REPORT LETTER

There's a lot that happens in our community, and we want to make sure that it's all represented in the pages of our newspaper and on our Web site.

And we need your help.

For events that our newspaper isn't able to cover, we would love your assistance. We're starting a new feature called "Event Report," which is an easy format to tell readers about events that occurred in our community.

We would like you to fill out this form once an event is over and send it back to us, along with a photo (photo not required). Please e-mail the form to Nate Jones, reporter@wellingdailynews.com.

Feel free to call the news office with any questions.

Thank you,

The Wellington Daily News

EVENT REPORT/COVERAGE FORM

Name of the event:

Date of the event:

Provide three highlights of the event:

Provide a list of winners if a contest or a competition is going to be held:

Tell us why you think the event was a success: