



Event Coverage Request

Whether you know what you need, or have no idea where to start – we make it simple! Just fill out this form and submit via email to CTN@a2gov.org. The event submitted must be a non for profit event with a primary contact person clearly identified with the request. All requests need to be made as far in advance as possible. You can attach a flyer or press release in addition to this form. We will respond to one way or another to all submissions.

TODAY'S DATE: _____

ORGANIZATION NAME: _____

CONTACT PERSON: _____

CONTACT PHONE: _____

CONTACT EMAIL: _____

NAME OF EVENT: _____

EVENT DAY/TIME: _____

EVENT LOCATION: _____

PURPOSE OF/REASON FOR HAVING EVENT RECORDED:

ADDITIONAL INFORMATION:

STAFF NOTES:

Program Type:

Program Format:

Deadline:

Staff assigned:

Other Notes: