



## MEDIA INFORMATION SHEET

Please fax this form to your divisional community affairs manager if you'd like public relations support for your Team Depot project. Thanks!

**Store Number:** \_\_\_\_\_

**Store Contact Name & Position:** \_\_\_\_\_

**Store Contact Phone Number:** \_\_\_\_\_

**Region:** \_\_\_\_\_

**District Manager:** \_\_\_\_\_

**Project Description:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Nonprofit Organization Name:** \_\_\_\_\_

**Population Served:**

*Check as many as appropriate*

- African-American
- Latino
- Asian
- Native American
- LGBT

- Children/Youth
- Teens
- Families
- Women
- Seniors
- Other: \_\_\_\_\_

**Project Location:** \_\_\_\_\_  
\_\_\_\_\_

**Project Date(s) and Time (s):** \_\_\_\_\_  
\_\_\_\_\_

**Number of Volunteers:** \_\_\_\_\_

**Other Stores Participating:** \_\_\_\_\_  
\_\_\_\_\_

**Other (External) Participants**

*(Dignitaries, Politicians, VIPs, etc):* \_\_\_\_\_  
\_\_\_\_\_

**Local Outlets** (TV, radio, newspapers): \_\_\_\_\_  
\_\_\_\_\_

**Contact Information for Captain on  
Day of Project:** \_\_\_\_\_