

**HAVE I GOT NEWS FOR YOU?**

**PLEASE REMEMBER**

- Old news is no news – it needs to be timely
- Local newspapers (media) are looking for news that is interesting to everyone

<b>Who?</b> Which person or people are involved in your event or activity?	
<b>What?</b> What is happening or is going to happen? Please give us a brief description of your news.	
<b>Where?</b> Where is it taking place?	
<b>When?</b> When is it happening?	
<b>Why?</b> Why are you doing it? Why is it happening?	
<b>How?</b> Please give us a brief description of how it will happen?	
<b>Photo?</b> Will your event or activity make a good picture that will be of interest to other people? If so please supply details Who will be featured in the photo? When and where is it taking place?	
<b>Contact details:</b> For further information	

**Thank you**

Please return the form by post to: The Communications Team Airedale Hospital, Skipton Road, Keighley, West Yorkshire, BD20 6TD or email [communications@anhst.nhs.uk](mailto:communications@anhst.nhs.uk) Please be aware that filling in this form does not guarantee press coverage however it gives the Trust a good chance to promote your news.