



Office of Communication/Media Relations
MMWR SOHCO

In one paragraph, please state the key point or objective of your MMWR submission. This statement should reflect what you, the writer, would like to see as the lead paragraph in a newspaper story or in a broadcast news report about your submission.

List three facts or statistics you would like the public to remember as a result of reading or hearing about your article?

What is the main audience or population segment you would like this article to reach?

Primary	Secondary

What is the one message the audience needs to take from this article?

Who in your office will serve as the point-of-contact for media questions?

Name: Degree(s): Phone:*

Title: Division/Center:

Date and time available:

Note: Prime availability need is 8:30 a.m. Thursday through 6:00 p.m. Friday. SOHCOs and an embargoed MMWR are released to the media every Thursday morning prior to every Friday's formal release of the MMWR. Please return this completed form via e-mail no later than COB Monday (the week of publication).
***Do not use PRIVATE phone lines.**