

Event/Program Spotlight Template

Requester Name and Program Office

Requested Post Date

Post Summary

Reviews

My post has been reviewed for content and style.

My post has been reviewed by my News Liaison,
or they are cc-d on this request.

Event/Program Spotlight Photo

Attach photo in the email and fill out the information below. **Please note: an image is required.**

My Image Is:

Attached

Already in use on the website, please provide the
URL below.

From another source, please provide the URL
below.

My Image URL

Image Caption/Alt Text

Image Attribution (photographer
name or ACF)

Waivers

A waiver for participants is on file.

I have attached the necessary waivers.

A waiver is not necessary (subjects are government employees, or not able to be identified).

Event/Program Spotlight Body (min 200, max 700 words)

Please use the following format.

Who: [Program Office(s) involved]

What: [Name of event/program]

Where: [location of event/program]

When: [date of event, length of program (if necessary)]

Why*: [mission and goals of event/program]

Notable ACF accomplishments:

Links and/or resources about the program/event:

What Happens Now?

Your post will be reviewed by OC staff and prepared for publishing on ACF Connect.

If edits are minor (formatting, grammatical details, etc.), the post will go as scheduled.

If the edits are more significant (word changes, restructuring, questions), the draft will be returned to you with tracked changes and notations. If more time is needed to resolve any questions or areas, a new publishing date may be set.