

Promoting Your WOMAN Activity Tracker Event to the Media: A How-To Guide for Media Outreach

Establish a spokesperson for your organization

This will allow one person to be the voice of your organization when doing an interview. Make sure this person is familiar with your organization, the mission, and the purpose of your WOMAN Activity Tracker event/activity. They should also be comfortable speaking to reporters and doing television and radio interviews if needed.

Create a media list

Create a list of local newspapers, TV and radio stations to contact in your area. Go online or call the station or publication to find out who the health editor or reporter is. Your organization's communications department may already have a list of local media, so be sure to check with them first.

Let the media know about your event

Pitch your event no later than one week in advance. Start off by sending a media advisory via fax or e-mail to alert reporters to the event. A day or two before, send a press release that explains the event. Template media advisories and press releases are available at <http://www.womenshealth.gov/activity/about/promote/>. Be sure to follow-up with a phone call.

Pitching tip: make sure you briefly state who, what, where, when, and why to keep the reporters attention. The quicker and simpler the pitch is the better.

Let other organizations know about the event

Submit information about your event and the WOMAN Activity Tracker to local organizations that send newsletter to employees or members. Local businesses, grocery stores, health clubs, retail stores, women's groups (i.e. the Junior League) and various associations may have newsletters they could include information in. Make sure to check the submission dates in advance to ensure the information you provide is timely.

Utilize community calendars and Web sites

Encourage local newspapers, TV, and radio stations to post your event in their community calendars and on their websites. Be sure to look for submission rules and procedures to ensure your event is posted correctly and in a timely manner.

Create a press kit

Create a press kit (it could be a folder) that includes fact sheets, bios of key spokespeople, women's health information as it relates to your event and other useful materials about the WOMAN Activity Tracker, your organization and the upcoming event. Send the packet of information to reporters and have the kits available on the day of your event. A factsheet for the WOMAN Activity Tracker and is available at <http://www.womenshealth.gov/activity/about/promote>.

Follow-up with the media

Make sure you follow-up with any media that attended the event and wrote a story. This will encourage a lasting relationship between you and the media, which will be handy for future activities or events. A follow-up can include a quick email, phone call, or thank you note.

For questions or comments, please contact womanchallenge@hhs.gov