

Contact List for Press Releases

Thank you for downloading California DECA's "Contact List for Press Releases Template." Please use this template to assemble and organize a contact list of media outlets. Remember that every media outlet has a preferred form of submission, such as email or fax. Make note of what a media outlet's preferred form of submission is under "notes."

Contact Name	Contact Company	Phone and Fax	Email	Mailing Address	Notes
Newspapers (School and Community)					
School Administrators (Principal, Guidance Counselors, School Board)					
Business Partners					
DECA Related (State Officers, Business Partners, Professional Members)					
<i>Thomas Lee</i>	<i>California DECA</i>	<i>Phone: 1.888.605.DECA (3322) Fax: 760.301.0049</i>	<i>publicrelationsvp@californiadeca.org</i>	<i>P.O. Box 1449, Ridgecrest, CA 93556</i>	<i>Preferred method of submission is email</i>
Other (Online Publications, Radio Stations, etc.)					

