

**Girl Scouts Louisiana East**

**Corporate Headquarters**  
841 S. Clearview Parkway, New Orleans, LA 70121-3119  
(504) 733-8220 (800) 644-7571 F (504) 733-8219

[www.gsle.org](http://www.gsle.org)

**Regional Service Center**  
545 Colonial Drive, Baton Rouge, LA 70806  
(225) 927-8946 (800) 852-8421 F (225) 927-8402

**Publicity Request Form**

Troop # \_\_\_\_\_ Service Unit # \_\_\_\_\_

**Name of event** \_\_\_\_\_

**Description**

Who (age, level)? \_\_\_\_\_

What? \_\_\_\_\_

When (date, time)? \_\_\_\_\_

Where (address)? \_\_\_\_\_

Why / How? \_\_\_\_\_

Other details \_\_\_\_\_

**Contact person**

\_\_\_\_\_  
Name (print) Phone (with area code) Email

What area is this (geographically)? \_\_\_\_\_

Is the troop or group racially diverse? \_\_\_\_\_ yes \_\_\_\_\_ no

How many girls do you expect (if applicable)? \_\_\_\_\_

Will girls be in uniform or Girl Scout t-shirts? \_\_\_\_\_ yes \_\_\_\_\_ no

**I think this event will be good for:**

Council publication \_\_\_\_\_ local newspaper \_\_\_\_\_ other \_\_\_\_\_

*If photo is attached, please identify people (left to right) on separate sheet of paper.*

**RETURN TO:**

**Girl Scouts Louisiana East**  
Communications Department  
545 Colonial Drive  
Baton Rouge, LA 70806

Received	Mailed	Faxed	To
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