

# FOCUS: Story and Outline

## TIPS FOR STORY AND OUTLINE INFORMATION

*Stick to the basics used by professionals and you can't go wrong:*

- Who?** Who were the people involved in the event? Include names, positions, towns of residence, ages-if relevant, for a small group; numbers attending for a large event
- What?** What was the event?
- Where?** Where was the event held?
- When?** When did the event take place?
- Why?** Why was the event held (purpose and outcome)?
- How?** Any interesting details, such as how the event came together or its impact on those attending, the community, or the sponsoring organization.

