

## ALA FLORIDA UNIT PUBLIC RELATIONS REPORT FORM 2025-2026

**Due Date: April 1, 2026**

Unit Name: \_\_\_\_\_

Unit Number / District: \_\_\_\_\_

Chairperson Name (person reporting): \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Email: \_\_\_\_\_ Phone #: \_\_\_\_\_

### SOCIAL MEDIA INFORMATION

Facebook Page Name: \_\_\_\_\_

Other Social Media Platforms Used:

Instagram: Yes ☐ No ☐ Twitter/X: Yes ☐ No ☐ TikTok: Yes ☐ No ☐ Others (list): \_\_\_\_\_

### Total Followers per Platform:

Facebook: \_\_\_\_\_ Instagram: \_\_\_\_\_ Twitter/X: \_\_\_\_\_ TikTok: \_\_\_\_\_

Other (Platform/Followers): \_\_\_\_\_

### PRESS / MEDIA ACTIVITY

Did your Unit create a media contact list? ☐ Yes (attach copy) ☐ No

Activity	Quantity
Broadcast Minutes (Radio/TV)	_____
Interviews with Reporters	_____
Articles Published (attach 3 copies)	_____
Letters to the Editor	_____
TV Programs/Interviews/Event Coverage	_____
Junior Press Releases	_____
Event Flyers Created	_____
Total Submissions (all above)	_____

**Send one copy of each that is applicable: printout, screenshot, JPEG, PDF, or Word Doc.**

### NARRATIVE (Max: 500 words) Please include in your summary:

- How has your Unit's social media grown?
- Mission-related interviews and written articles.
- Programs highlighted (ALA Academy, VCAF/NVCAF, POW/MIA Awareness, Be the One).
- Branding efforts (ALA apparel, RED shirt Fridays, creative ideas).
- Volunteer work and donations to other organizations.
- Up to 10 supporting photos in original format (send separately via email).

**SEND THIS REPORT, INCLUDING COVER PAGE (on next page), NARRATIVE, TO DISTRICT PR CHAIRPERSON**

## ALA FLORIDA PUBLIC RELATIONS COVER PAGE

Unit Name \_\_\_\_\_  
Unit Number \_\_\_\_\_  
City \_\_\_\_\_  
Membership Group #\* \_\_\_\_\_  
Chairman Name \_\_\_\_\_  
Chairperson Email \_\_\_\_\_  
Chairperson Phone # \_\_\_\_\_

\*Membership group is based on unit membership at close of books thirty (30) days prior to Convention, see the unit guide.