

Bloomington Public Health Division | Story Intake Form

Intake Date	
Requester	
Does it ladder up to Division's Strategic Plan objectives? (If so, please indicate in bold)	(Abbreviated objectives) <ul style="list-style-type: none">• Getting better at navigating change.• Increase in staff feeling supported and more connected to our mission, vision and values.• Addressing and supporting community mental and behavioral health.• Strengthening our Division's external relationships.
Subject Matter Expert(s) for possible interviews Name, phone number, email	
Summary of story (what is happening, what is newsworthy/unique about this story, why would employees be interested, etc.)	
What is the call to action? That is, what do we want people to know, feel or do after reading this story?	
Preferred run date, week or month	
Key messages for inclusion	
Are there existing photos to accompany the story, or do photos need to be requested or taken? If available, please describe photos.	
Status of media release form from resident/community member/client/partner	
Any other notes	