4217 S. Meridian St.
Indianapolis, IN 46217

THE SPOTLIGHT

Phone: (317) 788-4554
Fax: (317) 788-4570
E–mail: spotlight@indyweb.net

Business Bylines

The Spotlight welcomes submission of business news and photographs. They must be timely, local and of general interest to readers. They should be submitted to us at least 10 days in advance of the date.

Full name of business: _____

Address: _____

Telephone number (for more information): _____

Name of owner/manager (circle one) _____

Business hours: _____

Please answer all of the following questions as they apply to your Business Bylines item by listing specific details. You do not need to write this in story form; just list the facts. If you have already written a press release, please make certain the following questions are answered.

What is your business news (who, what, where, when and why) _____

_____

_____

_____

_____

_____

_____

_____

_____

_____

Background information about your business: (years open, type of business, interesting facts, etc. ...) _____

_____

Please list key personnel, owners and officers in your business:

Name: _____ Title: _____

_____ _____

_____ _____

Anything else we should know about your business? _____

Please list any story ideas for the business section or other sections of *The Spotlight* (does not have to be related to this release.)

_____