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| **News Title** |  |
| **Why is this event significant?** (in one-two sentences, state why this event/story is important) |  |
| **What**  (What is the event? Please give complete name of the event, including its theme if any) |  |
| **What about**  (Give a description/background on the event) |  |
| **When**  (Exact date or inclusive dates of the event) |  |
| **Where**  (venue/place where the event will happen/happened) |  |
| **Who** (People involved and their designations/ individuals / winners / organizers / participants) |  |
| **With Whom**  (partner individuals / unit / office / organizations / agencies) |  |
| **Why**  (What is/was the purpose of the event?) |  |
| **Says Who** (something relevant someone) |  |
| (Contact information, in case UCO or reader wishes to contact your unit / office) |  |

Submitted on: MM/DD/2018

Submitted by: