2013 workshop for Nonprofits
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2013 Media Workshop for Nonprofits

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Newspaper content—what you see and read on each page—is divided into two general categories: unpaid space and paid space. The distinction is an important one because newsprint costs represent the single biggest expense a newspaper company faces; the San Antonio Express-News spends tens of millions of dollars a year just for newsprint.

UNPAID SPACE includes all world, national and local news coverage and features and entertainment, such as syndicated columns, games, puzzles and comics. A significant amount of unpaid space also is allotted to publicize different charity and not-for-profit organizations’ causes and events, which are supported institutionally and financially by the San Antonio Express-News. This is done as a service to the community, one that distinguishes the San Antonio Express-News from most of the nation’s other daily newspapers. The next time you read an out-of-town newspaper, look for such public service announcements. It’s quite probable that you won’t find any.

PAID SPACE includes display advertising (e.g., a Dillard’s department store ad) and classified advertising (auto and employment ads). The revenues generated from this advertising accounts for the majority of the company’s operating revenues and profits. The amount of money the reader pays for an individual newspaper at the store or to be delivered to the home doesn’t even cover the production costs.

Ownership

The San Antonio Express-News is owned by the privately held Hearst Corporation, based in New York, a media holding company that owns and operates 15 daily newspapers and one Web-only newspaper; the largest English-language magazine publishing division in the nation; cable television operations; new media enterprises, etc.
San Antonio Express-News/
How to Write a Press Release

Your news release should answer the right questions. Remember to address the following questions: Who is doing what? When? Where? Why?

Email News Releases. Emailing news releases is the preferred submission method. Include the release in both the body of the email and as a Word document attachment.

Please don’t attach large photos to emails. Attach a low-resolution version and let us know if a high-res version is available.

Avoid confusion. Use day, date, and year for clarity, i.e., Friday, March 15, 2013. Use addresses for locations. Don’t write “at the Majestic Theatre.” Write “at the Majestic Theatre, 212 E. Houston.” When you give the time, include a.m. or p.m.

Check and double-check. Make certain that all the information in the release is correct and all important facts are included. Be sure to give the name and daytime telephone number of someone the editor can contact if necessary.

Let the departments do the walking. In many cases, more than one of the paper’s departments will have an interest in your news release. However, you should send your release to only one department, as each department will share information it believes might be of interest to other departments.

Be an early bird. Send in your release at least 2-3 weeks prior to the event.

Send your release to the right place. Email your release to the appropriate department or appropriate person. We prefer to know who is getting the press release at the same time as us (instead of everyone being blind copied). If we can tell that several editors are getting the same email at the same time by reading your CC line, it saves us the time of forwarding emails to people who already have the info.

Don’t assume everything should go to the top editor and filter down. Better to target the specific section editor where you know think your story or calendar item will best fit.

In the case of the San Antonio Express-News, public relations officials should read the newspaper to be familiar with the type of stories and calendars that are running so they can target their pitch.
San Antonio Express-News/
How to Work Effectively with the Media

Know the media—the staff and the product. Your ideal contact is an editor who makes assignments to reporters or the reporter who covers your group or business as a beat.

Keep your options open. Know what you want (a brief, a feature, a photo opportunity), but be open to other options that can also be effective in telling your story.

Pitch your idea early. Realize that different media and sections of a newspaper have different deadlines. The feature section works well in advance and goes on the press early. Pitch an idea weeks before your event.

Check your facts. Double-check all facts, dates, places, times, names, and titles for accuracy.

Cover the basics. If you want notice of any event published, make sure you cover all the basics in a fact sheet: who, what, when, where, why, and how. Always include a contact name and phone number for more information or questions. Keep your press release direct and simple.

Give us ideas. If you’re pitching a feature, give us ideas, not features already written in press release form. If you can tell us good sources to talk to or photos that can be arranged, that helps us tell your story.

No gifts, please. Don’t send us gifts or freebies. Our code of ethics prevents us from accepting any favors. A good story idea or your kind words when we’ve done a good job are always appreciated.

Remember our role. As journalists, we desire to be the source of information in the community. We’re storytellers and want to give our readers news and features that are interesting, lively, useful and helpful. We try to say “yes” to as many requests as possible, but must turn down some ideas because of space and staff limitations.

Make a strong pitch. Remember that you are competing with lots of other people for story pitches. The editor or reporter you are contacting probably hears lots of requests each day. If you’re pitching a strong idea and pitching it in a concise but professional way, you stand a good chance of being successful.

Let us know how we’re doing. If a story gets results for you, let us know. If we get something wrong, call the reporter or assigning editor directly ASAP so the information can be corrected in the next edition.
San Antonio Express-News/
Contacting San Antonio Express-News Staff*

EMAIL  To find email addresses for all staff: Go online to MySanAntonio.com; scroll to very bottom of the home page; below the red line click About Us, then click Contact Us; this gives you several options:

• General Contact gives you information to immediately contact News, Features, and Photo departments of the San Antonio Express-News. See link below.
  http://www.mysanantonio.com/about_us/contact_us/general_contact

• Contact the Newsroom gives you emails, names and positions of all staff members. Generally, San Antonio Express-News staff can be contacted by email by using the first letter of their first name and their last name. Example for John Doe: Jdoe@express-news.net
  http://www.mysanantonio.com/about_us/contact_us/contact_the_newsroom

TELEPHONE  Main Phone # 210-250-3000
MAIL  San Antonio Express-News, P.O. Box 2171, San Antonio, TX 78297-2171

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Business Editor/ Business News | Greg Jefferson | gjjefferson@express-news.net | 210-250-3231
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Home & Garden Editor | Tracy Hobson Lehmann | tlehmann@express-news.net | 210-250-3425
Features SA Life Editor | Emily Spicer | espicer@express-news.net | 210-250-3231
Letters to the Editor | letters@express-news.net | 210-250-3264
Metro Editor | Nora Lopez | nlopez@express-news.net | 210-250-3492
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mySA Magazine Editor | Robert Johnson | rjohnson@express-news.net | 210-250-3432
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Religion Editor | Abe Levy | alevy@express-news.net | 210-250-3321
Sports Editor | Burt Henry | bhenry@express-news.net | 210-250-3230
Taste Editor | Karen Haram | kharam@express-news.net | 210-250-3441

*Due to possible changes in San Antonio Express-News Staff, please check the website or call the main telephone number, 210-250-3000, before submitting your information.
San Antonio Express-News/
On the Scene Photo Requirements

To request a photo or photos of your event:

Request must be in writing and must be received in Features Department as early as possible. Two weeks before the event is a good guideline. Organizations may fax, mail, or email their press releases.

Fax to: 210-250-3405, attention Photo Department “On The Scene”

Mail to: “On The Scene,” San Antonio Express-News, P. O. Box 2171, San Antonio TX 78297-2171

Email to: mheidbrink@express-news.net

Press release/request for coverage should include:

Name of organization(s) sponsoring event

Name of organization(s) benefiting from event (if any)

Date of event

Location of event Include street address. Include map, if possible, if the event is out of town.

Time of event Include beginning time to ending time and a breakdown of activities—i.e., reception, dinner, program, etc.

Public relations contact Include a name and daytime phone number of a contact person and any details about contacting the public relations person.

Other information to include:

Information on admission Does the photographer need to ask for the contact person in order to be admitted? Does the photographer need a special pass to be admitted?

Who will be photographed? Include committee members’ names. Include the names of special guests, guest speakers and/or honorees. Include names of board members, donors and/or sponsors.
Mission

The Association for Women in Communications (AWC) is a national professional organization that traces its origins to an honorary society for women journalists at the beginning of the 20th century. Its mission is to:

- Support all professionals in the communication field.
- Provide educational and leadership opportunities for members of all ages and stages of career advancement.
- Honor and recognize women and men for their professional and community achievements.
- Work for First Amendment rights.
- Promote professional standards throughout the communications industry.

The San Antonio Chapter

For more than 60 years, the San Antonio Professional Chapter of AWC has served professional communicators and the San Antonio community with top quality programs such as Meet the Pros and the Media Workshop for Nonprofits. In addition, the San Antonio Chapter has a legacy of recognizing community and professional achievement along with awarding the Ajay Castro Scholarship for Re-entering Women. To learn more, visit awcsa.com.
The San Antonio Professional Chapter of Women in Communications offered the first Publicity Clinic on October 11, 1949, at Municipal Auditorium. Approximately 160 people attended to learn how to get press coverage for their organization’s activities. In 1984, and continuing for a number of years, the Chapter co-sponsored, with the Funding Information Center, Public Relations/Publicity Workshops for non-profit organizations. In 1998, the San Antonio Express-News and Trinity University added their expertise and prestige as co-sponsors of the Media Workshop for Nonprofits. The workshop has been held, with their support, annually during Spring Break almost every year since then, recently becoming a biennial event.

Today’s workshop features an online manual with guidelines for press releases, tips on photography, and a list of media contacts. Media professionals representing print, television, and radio (different companies each year) explain the publicity process for their medium and answer questions from the audience. It’s a unique opportunity to learn from media professionals and how best to promote your organization. The workshop always draws a capacity crowd and, to date, has helped thousands of non-profit representatives improve their media relations.

The professional members of the Association for Women in Communications have a long history of lending their expertise to the San Antonio community. The Media Workshop for Nonprofits is just one of the more visible ways we work to enhance communications for everyone.
Join the Association for Women in Communications

The Association for Women in Communications is the one organization that recognizes the complex relationships that exist across communications disciplines. Modern communicators must demonstrate competence in varied disciplines and be able to network and make career moves across the broad spectrum of communications fields.

Disciplines represented within the association include: print and broadcast journalism, television and radio production, film, advertising, public relations, marketing, graphic design, multi-media design, photography and social media. The list is continually growing as the profession expands into newer media.

The National office offers several ways to join either online or by mail. Please allow two weeks for your membership to be processed after submission. You can join online at womcom.org and pay with a credit card to start your membership, or fill out a PDF application from the site and submit it to AWC National Headquarters. Be sure to choose the San Antonio Professional Chapter as your local affiliate when completing the application. In addition, send an email to awcsanantonio@gmail.com to let the local chapter know you’ve joined.

Benefits of Membership
The benefits of networking, camaraderie, professional development and product discounts will pay for your membership many times over as your career takes off.

Stay current and connected with a members-only online membership directory, online publications, local student and professional chapters and website resources.

Advance as a professional with opportunities to recognize your work through the Clarion Awards competition, National Awards, and the Certification Program for Communication Excellence; find a new job with access to the online AWC Job Board and local job bank; and attend the AWC National Conference.

Save time and money with professional benefits from AWC partners such as Hertz Rental Car.
Association for Women in Communications

Membership Categories

Corporate Membership
Requirements: open to professionals currently employed in communications disciplines or who hold a communications degree. Corporate memberships must be purchased at either the Classic (three members) or Signature (five members) level. Applications must be coordinated through a single contact who will receive renewal invoices and make sure the contact information for each remains up to date. Chapter dues are charged separately.

Executive Communicator
Requirements: open to professionals in communications disciplines with ten years or more experience who are serving in an executive, managerial or senior position.

Professional Communicator
Requirements: open to professionals currently employed in communications disciplines or who hold a communications degree.

Entrepreneur Communicator
Requirements: open to freelancers or consultants in a communications discipline who are self-employed and have no employees.

Retired Communicator
Requirements: open to retired communications professionals, age 62 or older (work less than 20 hours per week) or age 72 or older regardless of employment status.

Faculty Advisor
Requirements: open to any faculty members of an accredited college or university who serves as the official advisor to a chartered and active student AWC chapter. Faculty Advisor members must meet the other guidelines for AWC Professional membership.

New Graduate
Requirements: open to women or men who graduated in the past year, and demonstrate a commitment to a communications career. Only applicable to college graduates who have graduated in the past 12 months. Graduation date and school name are required for validation.

Student
Requirements: open to women or men working full-time toward a degree (undergraduate or graduate) and demonstrate a commitment to a communications career. Expected graduation date and school name are required for validation.

For more information about membership, visit the San Antonio Chapter website at awcsa.com or the national website at womcom.org.
Media List

PRINT MEDIA


Al-Ittihaad News, 3358 Tavern Oaks, San Antonio, TX 78247. Monthly Muslim newspaper. Editor Sarwat Husain. Phone 210-378-9528. Fax 210-494-4129. Email sarwat@alittihaad.com

Conexion, P.O. Box 2171, San Antonio, TX 78297. Weekly bilingual Spanish newspaper. Editor Dino Chiecchi. dchiecchi@conexionsa.com. Phone 210-250-3501. Fax 210-250-3550. www.conexionsa.com. Email news@conexionsa.net


Our Kids San Antonio, P.O. Box 1809, Castroville, TX 78009. Monthly magazine. Editor Cynthia Ladson. Phone 210-209-8744. Fax 210-209-8744. www.ourkidsmagazine.com. Email cynthia.ladson@ourkidsmagazine.com
Media List

PRINT MEDIA CONTINUED

PRIME TIME NEWSPAPERS

 Owned by Hearst Corp/San Antonio Express-News
 P.O. Box 2171 | San Antonio, TX 78297 | Fax: 250-3350

PREFERS E-MAIL SUBMISSIONS

Managing Editor, Prime Time Newspapers, Richard Erickson, 210-250-3385, rerickson@primetimenewspapers.com

Bulverde News, Editor, Scott Mahon, 210-250-3306, smahon@primetimenewspapers.com

Northeast Herald, Editor, Jeff Flinn, 210-250-3301, jflinn@primetimenewspapers.com

North Central News, Editor, Edmond Ortiz, 210-250-3386, eortiz@primetimenewspapers.com

Northwest Weekly, Editor, Lauri Gray Eaton, 210-250-3322, leaton@primetimenewspapers.com

Southside Reporter, Editor, Noi Mahoney, 210-250-3319, nmahoney@primetimenewspapers.com

MILITARY PAPERS

Kelly USA Observer and Medical Patriot, Richard Erickson, 210-250-3385, rerickson@primetimenewspapers.com

These military papers do not take contributions outside the specific base: Lackland Talespinner, Fort Sam Houston News Leader, Randolph Wingspread
Media List

PRINT MEDIA CONTINUED


**San Antonio Current**, 915 Dallas Street, San Antonio, TX 78215. Weekly alternative newspaper. Editor Callie Enlow. Phone 210-227-0044. Fax 210-227-6611. www.sacurrent.com. Email editor@sacurrent.com


**San Antonio Man**, PixelWorks Corporation, 8603 Botts Lane, San Antonio, TX 78217. Bimonthly magazine. Editor Beverly Purcell-Guerra. Phone 210-826-5375. Fax 210-826-2856. www.sanantonioman.com. Email info@sanantonioman.com

**San Antonio Medicine**, Bexar County Medical Society, 6243 W IH10, Suite 600San Antonio, TX 78201. Monthly magazine. Phone 210-582-6399. www.bcms.org. E-mail editor@bcms.org
Media List

PRINT MEDIA CONTINUED


San Antonio Register, P.O. Box 200226, San Antonio, TX 78220. Weekly African American publication. Editor Sherry Logan. Phone 210-212-6397. Fax 210-271-0441. www.saregister.com. Email taylor2039@aol.com


Today’s Catholic, 2718 W. Woodlawn, San Antonio, TX 78228. Biweekly newspaper of the Archdiocese of San Antonio. Editor Jordan McMorrough. Phone 210-734-2620. Fax 210-734-2939. www.satodayscatholic.org. E-mail jmcmorrough@archsa.org

Media List

TELEVISION

KABB-TV 29 FOX and KMYS-TV WB35, www.kabb.com, 4335 NW Loop 410, TX 78229, San Antonio, TX, 78229. Public Service Director. Phone 210-366-1129. Fax 210-377-4758 Email kabbtv@kabb.com or news@kabb.com

KENS-5 CBS, www.kens5.com, 5400 Fredericksburg Road, San Antonio, TX 78229. Public Service Director. Phone 210-366-5000. Fax 210-366-2716. www.kens5.com. Email news@kens5.com or newstips@kens5.com

KLRN PBS (public television), www.klrn.org, 501 Broadway, San Antonio, TX 78215. Phone 210-270-9000. Fax 210-270-9078. Public Relations Director Katrina Kehoe. Email kkehoe@klrn.org

KSAT-12 ABC, www.ksat.com, 1408 N. St. Mary’s, San Antonio, TX 78215. Phone 210-351-1200. Fax 210-351-1310. Public Service Director Josie Rios. Email jrios@ksat.com

KVDA-60 Telemundo (Spanish), www.holaciudad.com, 6234 San Pedro, San Antonio, TX 78216. Phone 210-568-0210. Fax 210-341-3962. Email info@kvda.com

KWEX-41 Univision, www.univision.com, 411 E. Durango, San Antonio, TX 78204. Phone 210-227-4141. Fax 210-226-0131. News Director Samuel Belilty. Email sbelilty@univision.net Assignments Editor Miguel Gaytan. Email mgaytan@univision.net

WOAI-TV NBC News 4, www.woai.com, 1031 Navarro, San Antonio, TX 78205. Phone 210-226-4444. Fax 210-281-9857. News Desk. Email newsdesk@woaiTV.com Public Service Announcements: Liz Quiñones, Email liz.quinones@woaiTV.com
Media List

RADIO-TALK


KSTX-FM 89.1 News Director, David Martin Davies. Email dmdavies@tpr.org
Public Relations Associate, Carin Lamontagne
Public service announcements for the online community calendar and on-air use must be submitted at least three weeks prior to the event date through the online submission form on the website. Public service announcements for the community calendar sent via postal mail and email are not accepted.

Program Director Greg Martin. Email gmartin@bordermedia.com
News Director Bill O’Neil. Email bill@bmpradio.com
Newsroom. Email ktsanews@bmpradio.com


PSA requests to abbyferguson@clearchannel.com and ravenriojas@clearchannel.com
PSA submission form on website.

News Director Jim Forsyth. Email jimforsyth@clearchannel.com
Promotions: Gordie Taylor. Email gordietaylor@clearchannel.com
Program Director. Peter Bolger. Email peterbolger@clearchannel.com

Alfonso Flores, aflores@bmpradio.com
Greg Martin, gmartin@bmpradio.com
Mark Landis, mlandis@bmpradio.com
Media List

RADIO-MUSIC


Alfonso Flores, aflores@bmpradio.com
Greg Martin, gmartin@bmpradio.com
Mark Landis, mlandis@bmpradio.com

• KJXK-FM Jack 102.7, Adult contemporary. Mark Landis
• KLEY-FM 95.7, LA Ley, Mexican Regional. Alfonso Flores
• KTFM 94.1, Hot Adult contemporary. www.ktfm.com. Mark Landis
• NORTENO 720, NORTENO 104.1, KSAH-AM 720, Accordian-based music of Northern Mexico. Alfonso Flores

Clear Channel Radio music stations, 6222 N.W. IH-10, San Antonio, TX 78201. PSAs for all stations below to Abby Ferguson. Email abbyferguson@clearchannel.com. Phone 210-736-9700. Fax 210-735-8811.

• KAJA-FM 97.3, Country. www.kj97.com
• KQXT-FM 101.9, Adult contemporary. www.Q1019.com
• KRPT-FM 92.5, www.sanantonioiswild.com, simulcast on HD3 KQXT-107
• KXXM-FM 96.1, Top 40. www.mix961.com
• KZEP-FM 104.5, Classic Rock. www.kzep.com

Cox Radio music stations, 8122 Datapoint Dr., #600, San Antonio, TX 78229-3296.

Phone 210-615-5400. Fax 210-615-5331. PSA Director Tino Esquivel. Email Tino.Esquivel@coxinc.com

• KTKX-FM, Classic Rock Online. x1067fm.com.
• KCYY-FM 100.3, Contemporary country. y100fm.com.
• KSMG-FM 105.3, Adult contemporary. www.magic1053.com
• KONO-FM 101.1, Greatest Hits. kono1011.com.
Media List

RADIO-MUSIC CONTINUED


- KBBT-FM The Beat 98.5, R&B and Hip Hop
- KXTN-FM 107.5, Tejano
- KROM-FM 92.9, Spanish
- KGSX-FM 95.1, Spanish pop
- KCOR-AM 1350, Spanish news talk


KPAC-FM 88.3, 8401 Datapoint, Ste. 800, San Antonio, TX 78229. Classical music, news and information. Phone 210-614-8977. Fax 210-614-8983. www.tpr.org. Email Public Service Announcements to news@tpr.org


- KZLV-FM 91.3, Contemporary Christian, Email sanantonio@klove.com, www.klove.com
- KZAR 97.7, Contemporary Christian Rock, Email sanantonio@AIR1.com, www.air1.com

KDRY-AM 1100, 16414 San Pedro, Ste. 575, San Antonio, TX 78232. Christian, talk radio, accepts releases on church-related items. Phone 210-545-1100. www.kdry.com. Email PSA@kdry.com (PDF flyers accepted)