

The Work of the Press Officer.

Each Cumann and Comhairle Ceantair should appoint a Press Officer, whose duty it will be to look after publicity. It will be the Press Officer's duty to keep the local press informed of Republican activities. All activities such as concerts, céilithe, collections, commemorations, lectures, debates, pickets, public meetings, protests at factory closures, should be covered, as well as such items as police searches, raids and arrests. All that is necessary is to write a short account in simple language. No attempts should be made to formulate Sinn Féin policy. That is covered by statements issued to press from Head Office from time to time, according as the need arises.

The following rules will guide the Press Officer:-

1. Do not use big words or long sentences. Write simply and clearly.
2. Leave an inch margin on the left-hand side of the paper and do not cramp the lines together.
3. Write on one side of the paper only.
4. An editor likes to get a "readymade" news item: so keep the report short and write it carefully.
5. Do not surmise or take a chance with anything. Be sure ALL your facts, names, etc., are correct. "If in doubt leave out" say the press men.
6. Send your report in good time to the local newspapers and to "An Phoblacht". Keep a copy for yourself.
7. Do not be disappointed if the first report is not published. Keep trying.
8. All Sinn Féin speeches in your area by speakers who are on the official panel should be sent to the press.
9. Get your report typed if at all possible. Double spacing is desirable.
10. Get to know your local press representative personally. It can help a lot.

Functions of Chairman at Public Meetings

1. He should announce under whose auspices the meeting is being held and what is the purpose of the meeting.
  2. He should make some short introductory remarks - not to exceed five minutes.
  3. He should clearly and briefly announce each speaker.
  4. He should briefly thank the speakers and listeners.
  5. He should make whatever announcements are necessary, such as other meetings, collections, sale of An Phoblacht, etc.
  6. He should announce Amhrán na bhFiann.
  7. He should not make speeches between speakers.
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