



## Policies for Talking to the Media about WoVeN

Thank you for helping to spread the word about WoVeN! Here are some very important policies to remember before talking to anyone in the media about WoVeN.

- ❖ Most importantly, remember you must ask for and receive **written approval** from WoVeN Central Office before talking to the media about WoVeN. Send your requests for approval to us at [contact@wovenwomenvets.org](mailto:contact@wovenwomenvets.org) and we will respond to your request for approval as quickly as possible. We carefully track all media contacts about WoVeN for a number of important reasons. **If your request has not been vetted and approved by WoVeN Central Office, your contact with the media is not sanctioned by WoVeN.**
- ❖ You must give WoVeN Central Office the opportunity to review and edit any written materials before they are released. This includes newsletter submissions and drafts of articles that will be published on websites, in magazines or in newspapers.
- ❖ There are several important points to highlight during all media interviews:
  - WoVeN is a National Program, with a presence in many communities across the United States. Any woman who has served in the United States military is welcome to join WoVeN.
  - WoVeN is funded through Boston University with the generous support of several foundations. WoVeN partners and collaborates with a number of other organizations in all kinds of different ways.
  - Women Veterans who want to learn more about WoVeN should visit WoVeN's national webpage: [www.wovenwomenvets.org](http://www.wovenwomenvets.org)
- ❖ Answers to some of the media's most common questions about WoVeN's history can be found in the Press Kit on our website, <https://www.wovenwomenvets.org/about/press/>. Please direct members of the media to visit that page to learn important background information and facts about WoVeN.
- ❖ Keep in mind how important it is to respect all group members' confidentiality. All WoVeN women should be allowed to share their own stories, rather than having these stories shared by others.
- ❖ Sometimes members of the media will want to take pictures or film a WoVeN group. Sharing pictures of actual WoVeN groups involves several additional steps to ensure that all group members are comfortable with being photographed. Please notify WoVeN Central Office about any intent to include photographs or video in your media event. WoVeN will guide you through the additional steps of securing the appropriate permissions.