

# ETBU Press Release Requisition Form

To submit information to the Office of Public Relations for a press release to be written, please complete applicable questions/information below.

## **CONTACT INFORMATION:**

Name: \_\_\_\_\_

Title/Position: \_\_\_\_\_

Department/Organization \_\_\_\_\_

Date: \_\_\_\_\_

## **COPY INFORMATION:**

Please complete the questions below as they relate to your news item. Be as specific as possible. Correct spelling is a must.

### WHO?

Who is involved? Individuals or organizations?

### WHAT?

Give a brief description about the event, group or individual?

Date, time, end time?

### WHERE?

Building? Field? Off campus location?

### WHY?

What is the reason for the event, program, or activity?

### HOW?

How can someone become involved? Pre-registration? A fee required?

Additional details of importance?

PREPARED COPY

If you wish, you may supply your own written text for the release. The Office of Public Relations reserves the right to edit.

ADDITIONAL ITEMS

Will you supply photos via email? (must be at least .300 dpi and no smaller than 5 by 7)

Will you need campus photographer to take a photo?

When? \_\_\_\_\_

Where? \_\_\_\_\_

Description of the type of picture needed. (mug shot, action shot, group shot)

\_\_\_\_\_  
\_\_\_\_\_

DISTRIBUTION

**SEND RELEASE TO: ( Check all that apply)**

- \_\_\_\_\_ Marshall News Messenger
- \_\_\_\_\_ Longview News Journal
- \_\_\_\_\_ Baptist Standard
- \_\_\_\_\_ Other \_\_\_\_\_

\*The ETBU office of Public Relations has no control if a news outlet will print information provided to them by the Office of Public Relations.