

Office of University Relations Publicity Request Form

Date Submitted:
Name/Title:

E-mail address:
Phone/Extension:

Complete the form and e-mail it to sandraq@panam.edu. Please submit the form at least two weeks before your event. Fill in the blanks that are relevant. For example, if you are sending in a story idea or good news item that is not tied to a specific event, you would leave the WHEN and WHERE items blank.

What is the event? Who is participating?

When is it (time, day, date)?

Where is it (room number and building)?

Give a detailed description about your event/story idea:

Additional support information (can be an attachment):

Who is your audience?

Why media should be interested?

Who should we contact about event/story idea?

Name:
Department:
Office Phone:

Cell Phone:
E-mail:
Best time to call:

The Office of University Relations will determine the best placement for your publicity request. Requests will be prioritized by the date received. If you are requesting a photographer too, please fill out the Photographer Request Form and submit both to sandraq@panam.edu.

Official Office Use Only

PRINT

- Press Release:
- Media Advisory:
- UTPA Today Website:
- Other:

Video

- People Stories:
- Commercial/PSA:
- School Distribution:
- City Distribution:
- Other: