REQUEST FOR PRESS RELEASE

Use this form to request a press release for a University program or event.

Work order will not be processed without the following information:

Department __________________________ Cost Center No. __________________________

Date Submitted __________________________ Cost Center Director’s Signature __________________________

Person Requesting Job __________________________ Phone __________________________

Fax # __________________________ E-mail __________________________

Preferred Media Source/In-House Publications __________________________

Format(s) Desired – Press Release, Photo, etc. __________________________

Preferred Publication Dates __________________________

INFORMATION MUST BE TYPED TO PREVENT ERRORS

This request must be received at least four weeks prior to event in order to meet media deadlines. Some publications require up to three months advance lead-time. Publication/broadcast cannot be guaranteed.

MEDIA & PUBLICATIONS RESERVES THE RIGHT TO EDIT OR OMIT SUBMITTED INFORMATION.

WHO (Sponsor of event or program, and the name, title and phone number of a contact person, if different from above.):

WHAT (Name and purpose of event/program. How is Kean involved?):

WHERE (Location of event/program.):

WHEN (Date and time of event/program.):

HOW MUCH (Cost, tickets, etc.):

IMPORTANT DETAILS (Title and organization of key person involved, interesting facts, history, quotes from sponsors, organizers, key persons and miscellaneous information):