



NEWS RELEASE REQUEST FORM
(PLEASE PRINT OR TYPE)

Date Submitted: _____

Your Name: _____

Department: _____

OSUN

COTC

Cost-Shared

Phone ext: _____

News Release Request

News releases are written and distributed to the media by the Marketing & Public Relations Office and copied to the campus distribution lists. News release topics include new academic programs, new course offerings, partnerships or collaborative agreements, new services, faculty or staff accomplishments, student/graduate achievements, and special events. Keep in mind that news releases are a FREE service of the media and we cannot guarantee that ours will be printed. We also post news releases to the "latest news" section of our websites, with rare exceptions. Please call Alice Hutzal-Bateson at 420 with any questions about news releases.

Please describe the topic of the requested news release: _____

Who does this involve and/or impact (i.e., students, prospects, staff, faculty, other groups)? _____

When (date/time) will or did this occur? _____

Where will or did this occur? _____

Why is this significant, news worthy or of interest? _____

Other comments or notes for consideration? _____

For EVENTS:

- o Is media coverage requested? Yes No
- o Is campus photography requested?* Yes No

**Requests for media coverage and/or campus photography will be considered on a case-by-case basis.*

Please send this completed form to abateson@cotc.edu or hutzal-bateson.1@osu.edu at least four (4) weeks prior to the event for the best results. The Marketing & PR Office will determine the best time to send the news release and we will contact you if additional information is needed. Please call Alice at ext 420 or email (above) if you have any questions. Thank you!