



# Publicity Request Form

In order to give the widest exposure, please send your request a minimum of 30 days prior to the event.

Rank/name:

Email:

Organization:

Telephone:

Purpose of request:      promote future event      raise awareness      tell a story      other

Measureable/attainable goals:

## Event/subject:

Brief description:

Date/time:

Location:

Target audience:

Register by date:

Suggested announcement/additional information: