

Send to Assistant Director of Public Relations and Marketing via campus mail, e-mail tcook@dcc.edu

Date Request Submitted:	Delgado Contact Person:	External Partner Contact:
_____	_____	_____
Department:	Phone:	Phone:
_____	_____	_____
Campus:	E-mail address:	E-mail address:
_____	_____	_____

EVENT INFORMATION:

Name of Event: _____

Description of Event: _____

Date(s)/Time(s): _____

Location(s): _____

PUBLICITY REQUESTED:

Internal

- Web news item
- Weekly e-news highlight
- Faculty/staff email blast
- NetWorks e-newsletter item
- Will provide digital photo
- Request to schedule photographer
- Alumni newsletter item
- Foundation newsletter item
- Marquis sign (also submit Electronic Message Board form, available in DocuShare's Public Relations folder)

External

- Calendar/public event listing
- Grand opening/ribbon cutting/groundbreaking item
- Public announcement/press conference item
- Media photo opportunity
- Honor/award/recognition/grant item
- Human interest item
- Other announcement (e.g., new program, acquisition of equipment, registration/application deadlines, etc.)

INFORMATION REQUIRED:

Event

Open to the public (please circle one)? Yes / No

Presented/hosted/sponsored/co-sponsored by: _____

Cost: \$ _____

Details of announcement (who, what, when, where, why). Attach detailed info sheet or flyer, if available.

Source(s) for quote(s) - Name/Phone: _____

Deadlines (ticket purchase, registration, etc.): _____

Phone Number for more information/RSVP: _____

(continue to next page)

**PUBLIC RELATIONS AND MARKETING
FACT GATHERING FORM – PAGE TWO**

INFORMATION REQUIRED (CONTINUED):

E-mail address: _____

Method of payment (Credit/Check/Cash): _____

Where and when tickets may be purchased (including hours of operation): _____

Contact person's name: _____ Phone number: _____

E-mail/URL: _____

Release date requested: _____

Award/Honor/Scholarship/Grant

Name of award/honor/scholarship/grant: _____

Details: _____

Name of awarding entity: _____

Name/title/program of recipient: _____

Description of award/honor/scholarship/grant: _____

Date/Time of award: _____

Dollar Amount of award/scholarship/grant: \$ _____

Contact name/number/URL: _____

Release date requested: _____

Other News Ideas

Details: _____

Other Announcements

Name(s) of Delgado personnel/students, partners involved: _____

Details of announcement (who, what, when, where, why): _____

Source(s) for quote(s) - Name/Phone: _____

E-mail address(es): _____

Release date requested: _____

**PLEASE PROVIDE ANY ADDITIONAL PERTINENT INFORMATION.
THANK YOU!**