News Release Form

Your Name_____________________  Department_________________

Telephone Number_______________  Office Number_______________

Best time to contact you___________________________________

Please circle one of the following:

Event     Award      Announcement       Other____________________

Date of event/award/announcement___________________________________

Time_________________  Place_________________________

Details (Who, what, where, when, why)___________________________

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For requests at the Salem campus please return this completed form to Tina Smith (tsmit170@kent.edu). For requests at East Liverpool please place in Bethany Zirillo’s mailbox in the mailroom down the hall from the Student Services Office. Allow AT LEAST TWO WEEKS lead time for the release to be written and published. Upon receipt, you will be contacted for further information.
COMPLETION INSTRUCTIONS

1. Complete the News Release Form. Please provide as much information as possible. If you have questions at any time or are unsure about completing this form, please contact Bethany Zirillo at bgadd@kent.edu - Mary Patterson Building, or extension 77430, for assistance.

2. If this involves an event, please provide as much advance notice as possible. If an award was received, please complete the form promptly. Old awards are not considered "newsworthy" by many news organizations.

3. Once the News Release Form is completed, please keep a copy for yourself and return the original to Bethany Zirillo’s mailbox in the Mailroom next to the Student Services Office.

4. Once received, you will be contacted to provide further information. The news release will be written using the information provided.

5. The release will be sent to local news organizations. For some larger events/awards/etc., we will contact the news organizations personally to see if it may merit assigning a reporter to the story.

6. All effort will be made to get placement in area media, however the final decision as to whether it runs is made by the news organization. We cannot guarantee publication of any release.

FOR OFFICE USE ONLY

Date Form Received_______________
Date of initial contact with originator_____________________
Date of completion___________________ Date released to media______________
Publication _______yes _______no Date of publication______________