

Public Relations Assistance Request

Person Submitting Request:

Department(s):

Date of Request Submittal:

Event/Achievement:

Summary of Event/Achievement:

Date of Event/Achievement (if applicable):

Location of Event/Achievement (if applicable):

Contact Information for Additional Questions:

Preferred Venues for Dissemination

- CCS Website
- Pulse (monthly digital newsletter for students, parents, alumni, friends, community members, staff and faculty)
- Press Release to Local Media
- Press Release to National Media
- Press Release to Discipline Specific Media (Please attach list of specific sites)

Please attach jpg files (sized no larger than 1200 x 900 pixels) and/or mp4 video files if applicable

Please submit completed form to Marcus Popiolek, Director of Marketing at mpopiolek@collegeforcreativestudies.edu.

MARKETING OFFICE USE ONLY

This form, with Marketing Office feedback section completed, will be returned to the sender within one week of original submission

Date(s) of Submittal to requested venues:

Additional Comments - if requested actions not taken, please provide an explanation as to why:

Signature of Marketing Representative

Date