

UIW MEDIA GUIDE UPDATE

Dear Faculty Members and Administrators,

Everyone is asked to please fill out the following form so the Office of Public Relations will have your current choice of whether to speak to the media on file. The PR Office is renewing the university's Media Guide to be able to effectively handle requests for information by the media and refer reporters to the correct university expert. **If you are contacted by a reporter directly, please notify the PR Office before speaking with the media.**

Please return to Brance Arnold, Office of Public Relations
Fax to 829-6068; E-mail to bdarnold@uiwtx.edu; or CPO 316.

INFORMATION TO BE PROVIDED TO MEDIA OUTLETS

The following will be included on the UIW Media Resource Guide Web site and distributed to local media.

NAME and TITLE: _____

SCHOOL and DEPARTMENT: _____

Are you willing to speak to the media? _____ Would you be willing to give a public presentation? _____

If YES to either question, please continue form

List specific areas of expertise (include topics on which you could comment or give a presentation):

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List community leadership involvement, including committees or boards outside UIW:

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INFORMATION FOR PUBLIC RELATIONS OFFICE ONLY

The following information will be used by the PR Office to determine which faculty members should be contacted when an interview is requested.

Home phone: _____ Cell phone: _____

List degree(s). Please include the institution(s) that granted the degrees: _____

Are you fluent in a foreign language? (Please list) _____