



UNIVERSITY OF THE
INCARNATE WORD

Public Relations Request

Requester Information

Department/Group Name:	Event Title:
Event Date:	Event Time:
Contact Name:	Contact Phone & Email:

Location of event:
Is there a cost to attend your event?
Who is your audience?
Why is your event newsworthy?

Event Information

Please provide as much information as possible about your event. Please remember to include the following: Who, what, when, where and why. Also, attach or submit any flyers or brochures you feel are essential to your event.

Public Relations Office Usage

Date Received: _____	Newsletter Story: _____	Media Coverage: _____
Due Date _____	Magazine Story: _____	PR Contact: _____
Press Release Date: _____	Pictures: _____	The Word of the Day: _____

