



PRESS RELEASE REQUEST

To learn more about press release and media coverage, please review our Press Release FAQ.

Complete the following to request to have a press release issued to area media.

If you are requesting a news release regarding an event, this form should be completed at least **two weeks** in advance of the event.

The main reason to distribute a release before an event would be to increase attendance. A release distributed after an event would create awareness following the event.

Send your completed form, all information, photos or any other relevant materials to univrel@gsw.edu.

FOR UNIVERSITY RELATIONS USE ONLY

Date Received	Date Completed
Revisions/Drafts	Time Spent

Contact Information

Name:

Email:

Department:

Press Release Information

Subject or event:

Date of event:

Timing: *Would you like the release issued before or after the event?*

Key aspects:



GEORGIA SOUTHWESTERN
DEPARTMENT OF
UNIVERSITY RELATIONS

PRESS RELEASE REQUEST

Press Release Information (cont.)

Quotes: Please provide quotes from the appropriate faculty, staff or student(s). If quotes are unavailable, provide contact information for potential interviewees.

Notes or additional instructions:

University Relations reserves the right to deny any requests within reason. Submissions are subject to editing for length, style, grammar, punctuation and design.