

Publicity Request Form • Agricultural Communications Department

TIMELINE: Please submit this form 3-4 weeks **BEFORE** your event. Failure to comply may result in a lack of full media coverage.

What is Newsworthy?

- A new or unique program within Extension or the College of Agriculture, or breakthrough research that may have an impact on Extension clients, consumers or industries.
- An award noting achievement in research, outreach or academia.
- A grant that impacts Extension clients, students, research etc.
- The marketing of an annual event or program consistent with the College's mission and objectives.
- An individual or College-related activity that ties in directly with breaking news, or a major local, regional, national or global story.

Email form to gonzalezm@fvsu.edu

Date of Request: _____ Contact Person(s): _____

Phone: _____ Fax: _____ E-mail: _____

Date/Time of event: _____ Location: _____

PLEASE WRITE A **DETAILED** DESCRIPTION OF YOUR REQUEST

Additional Information Attached? Yes No

For Ag Communications Use Only

This event will be covered by: _____ Phone: _____

Marketing/publicity options:

- | | |
|--|---|
| <input type="checkbox"/> Social Media | <input type="checkbox"/> Community Calendar |
| <input type="checkbox"/> Ag Website | <input type="checkbox"/> Radio |
| <input type="checkbox"/> FVSU Website | <input type="checkbox"/> Other |
| <input type="checkbox"/> Newspaper | <input type="checkbox"/> TV interview |
| <input type="checkbox"/> Contact Media | <input type="checkbox"/> Photography |