

SNUUC Public Relations Information

In an effort for the SNUUC Public Relations Committee to promote SNUUC in a positive and timely manner, please complete the following information from your committee to:

Paul Sherrock
Bob McGough
Rita Hines

What's the event or organization being promoted?

Who are we trying to reach, for what purpose? (Is it to boost attendance at the event? To raise money?)

What's the basic information we want to convey? (If it's an event, send the information via email, or have a flyer ready rather than say it's available on the SNUUC website.)

Who from SNUUC can be contacted to check the release for accuracy/ proper tone/etc.? Give name, e-mail address and phone number.

Name _____

E-mail _____

Phone Number (_____) _____

Who from SNUUC can the publication contact if people there have questions about the release, and what's the contact info for that person?

Name _____ Title _____

Phone number Day time (_____) _____

Evening or Cell (_____) _____

Additional Information Required:

Event Title _____

Event Date _____ Time (start) _____ (end) _____

Place _____

Person completing this form _____
