

publicity request

Publicity assistance is determined by the overall significance of the event to the university, the general public and the timeliness of the request. Return completed form at least four weeks before the event to the Office of Communications, Bayou Building, Suite 2519, Box 199. Events requiring substantial mailing costs require an account number to cover postage. For additional information, call Ext. 2015.

Requested By

Office/Organization: _____ Today's Date: _____

Project Coordinator: _____ Coordinator's Title: _____

UHCL Box No.: _____ UHCL Ext.: _____ Home Phone: _____

Signature of Dean/Associate Dean/Director/Faculty Adviser: _____

Account Number (postage) _____

Event Description

Name of Event: _____

Description of Event: _____

Date(s) of Event: _____ Time(s) of Event: _____

Specific Location(s) of Event: _____

Cost of Event (ticket prices, conference fees, etc.): _____

Intended Audience: _____

Additional Information (attach pertinent fliers, brochures, etc.): _____

Office of Communications Use

Consultation Date: _____ With: _____

Action: News Release Egret
 Calendar Listing Bravo! / Good News
 Other _____

Signature: _____ Date: _____