



MEDIA REQUEST FORM

DOWNLOAD this form,
complete and **email to**
MarketingandPR@ccm.edu.

1. Today's Date:
2. What do you wish to have covered, created or updated?
3. Select all that apply. *If you require graphic design, please be sure to complete the Graphic Design Request Form.*
Press Release Social Media Website
4. Name:
5. Email address:
6. Best phone number to reach you:
7. Department:
8. Has your dean/VP approved this request? Yes No
9. Date(s) of Event:
10. Time of Event:
11. End Date (if applicable):
12. Include all significant details. *If you need more space, you can attach a Word document to your email after you choose submit below.*
13. Caption for photo, including name of photographer if applicable:
14. Where will this event take place? Online On campus N/A
15. Cost (please note if free):
16. Link to register or purchase tickets:
17. RSVP information if applicable:
18. Name of event contact person:
19. Contact phone:
20. Email and/or website/social media handle if applicable:
21. Quote to include in press release (from student, professor, administration) regarding the value of the event or program.
22. Target audience? Select all that apply. Current students Prospective students Adult learners
Faculty and staff Local community Hispanic community Other
23. Please provide names of students (and major), graduates, professors, staff and others involved and their hometowns – note if none. You may also submit a Word document. Note: **Performing Arts:** name, role and hometown are required; **Fine Arts and Design:** name, title of work, medium (painting, photo, etc.) and hometown are required; **Athletics:** name, sport, position, and hometown are required.

When submitting this form, you can **attach a WORD document and any artwork to the email.** Please no PDF, PPT, PUB, etc. The Word document should contain final copy with minimal formatting. Do not use text boxes, graphs or charts. Those can be submitted as photos, graphics or in Excel. Art should be high-quality, 300 dpi is preferred. If you **have difficulty** sending this form, save and send as an attachment to **MarketingandPR@ccm.edu.**