



Public Relations and Marketing / Media Support Request

Phone: (530) 938-5373 Fax: (530) 938-5570

Date Requested: _____ Due Date: _____

Project Name: _____

Name: _____ Department: _____

Phone: _____ Fax: _____ Email: _____

Service Requested:

___ Design (Design/Productions) ___ Editorial (Writing/Editing) ___ Marketing (Marketing/Advertising) ___ Photography ___ Price Quote

Type of Job:

Design

- ___ Brochure
- ___ Cover
- ___ Flyer
- ___ Newsletter
- ___ Postcard
- ___ Poster
- ___ Program
- ___ Power Point Presentation
- ___ Web Site
- ___ Other _____

Editorial

- ___ Feature Story
- ___ News Story
- ___ Newsletter
- ___ Press Release
- ___ Program

Marketing

- ___ Advertising
- ___ Marketing Plan
- ___ Event Promotion
- ___ News Promotion
- ___ Other _____

Photography

- ___ Class
- ___ Event
- ___ Portrait/Studio
- ___ Other _____

Advertising Specifications:

- | | |
|-------------------------------|-----------------|
| Size | Color |
| ___ Full Page | ___ Black/White |
| ___ 1/2 Page | ___ Two-Color |
| ___ Quarter Page | ___ Full Color |
| ___ Other Dimensions: | ___ Grey Scale |
| _____ inches (width x height) | |

Event Coverage

Event Title _____

Event Date _____

Event Time _____

Location _____

Target Audience:

___ COS ___ Local Community ___ Donor ___ Alumni
___ Other _____

Media Coverage Requested:

___ Newspaper ___ TV ___ Radio ___ Other

For more information contact Dawnie Slabaugh, COS Office of Institutional Advancement at (530) 938-5373 or send an email to slabaugh@siskiyous.edu.

IF YOU NEED MORE ROOM, PLEASE WRITE ON BACK OR USE SEPERATE SHEET OF PAPER

Name of Course / Workshop / Event:			
Course #:	CRN #:	# of Units:	Registration Fee:
Meeting Location:		Days of Week Class Meets:	
Time of Day Class Meets:		Meeting Dates (Start to Finish):	
Pre-Registration Required:		If Yes, Date Required:	
Top 5 Reasons why Audience will be interested in this:			
Public Relations / Marketing Objective (examples: increase enrollment by 10% in ADJ classes, publicize new ERP program, etc.):			
Will there be Guest Speakers: (If yes, please provide information)			
Other details that make it new, unusual, or different (use back or attach copy of information):			
Student / Instructor Testimonial (use back or attach copy of information):			
Would You Like to Edit Before Distribution:			
Photo(s) – permission to release on file:		Photos Will be Provided by Requestor:	Need Photo Taken:
Contact Information to be Included in Publicity:	Phone:	Email:	
Budget Code			