



**Office of Communications**  
**News/Press Request Form**

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**News item details**

Intended audience: \_\_\_\_\_

Article title: \_\_\_\_\_

Purpose: \_\_\_\_\_

**Please submit with this form:**

- ☐ Article draft, summary or bullet list of key points to mention
- ☐ Photos to accompany the article (with suggested captions)
- ☐ Approved quote(s) from subject matter experts or key people mentioned in article

Quote: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Company: \_\_\_\_\_

Alumnus/a: ☐ Yes ☐ No Class Year: \_\_\_\_\_

Quote: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Company: \_\_\_\_\_

Alumnus/a: ☐ Yes ☐ No Class Year: \_\_\_\_\_

Quote: \_\_\_\_\_

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