

## Publicity Assistance Request Form

### Requested By

Office / Organization: \_\_\_\_\_ Today's Date: \_\_\_\_\_  
Project Coordinator: \_\_\_\_\_ Coordinator's Title: \_\_\_\_\_  
Campus Mail Box: \_\_\_\_\_ Campus / Cell Phone: \_\_\_\_\_  
Signature of Dean/Associate Dean/Director/Faculty Advisor: \_\_\_\_\_

### Event Description

Name of Event: \_\_\_\_\_  
Location of Event: \_\_\_\_\_  
Description of Event: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Date(s) of Event: \_\_\_\_\_ Time(s) of Event: \_\_\_\_\_  
Event (ticket prices, conference fees, admission): \_\_\_\_\_  
Intended Audience: \_\_\_\_\_  
\_\_\_\_\_  
Additional Information: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### University Communications Use

Consultation Date: \_\_\_\_\_ With: \_\_\_\_\_  
Action: News Release  Register   
Calendar Listing  Today@Idaho   
Other   
\_\_\_\_\_  
Tier 1   
Tier 2   
Tier 3

Signature: \_\_\_\_\_ Date: \_\_\_\_\_