



## PUBLIC RELATIONS NEWS STORY REQUEST

### STORY INFORMATION

Name of Event/Achievement:

Date:

Time:

Location:

Description:

Would you like the news story shared on social media? (Yes/No)

Additional Information:

Please provide any photos you would like included with the news story via email to [pr@lec.edu](mailto:pr@lec.edu).

### EVENT INFORMATION (IF EVENT)

Is the event free? (Yes/No)

Is the event open to the public? (Yes/No)

If not, provide pricing/ticket information:

Would you like this event added to the web calendar? (Yes/No)

### CONTACT INFORMATION

Name:

Department:

Title:

Email Address:

Phone:

**NEWS STORIES PROMOTING AN EVENT SHOULD BE REQUESTED AT LEAST THREE WEEKS IN ADVANCE  
TO ENSURE ACCURATE AND TIMELY INFORMATION.  
NEWS STORIES ANNOUNCING ACHIEVEMENTS, ETC. SHOULD BE REQUESTED AS SOON AS POSSIBLE  
FOLLOWING SAID ACHIEVEMENT.**