

## Request for Media Services

### Office of Public Information - Media Services

The Office of Public Information translates The University of Findlay brand by creating high-impact, cost-effective and result-oriented marketing communications.

Our media services include consultation, copywriting, editing, UF website posting and distribution to appropriate media. These services are generally provided free of charge to help you:

- Successfully target, produce and deliver your public information and marketing messages
- Develop strong content that represents UF in a consistent, compelling and accurate manner

**Please submit this form as far in advance as possible to take advantage of maximum media coverage. Submit a separate form for each of your requests. We will contact you regarding your request within two working days after this form is received in our office.**

For more information, please contact:  
Brianna L. Patterson  
Public Relations Officer  
Office of Public Information  
419-434-4345, pattersonb@findlay.edu

To request creative design services for projects such as programs, posters, brochures, postcards and flyers, please fill out a separate Creative Services Request form. To be directed to the Creative Services Request form, [click here](#).

### Client Information

Today's Date \_\_\_\_\_

Your Name \_\_\_\_\_

Department/Office/College \_\_\_\_\_

Telephone \_\_\_\_\_

E-mail Address \_\_\_\_\_

### Event-Related Media Assistance Request

#### Event Details -

Name of Event \_\_\_\_\_

Date \_\_\_\_\_

Location \_\_\_\_\_

Time \_\_\_\_\_

Brief Description of Event \_\_\_\_\_

#### Speaker Details -

If this event includes a speaker or entertainer, please attach or send an electronic copy of the following:

- Résumé, curriculum vitae or biographical profile
- Non-copyrighted head-and-shoulders photo (or accompanied by a photographer's photo release if copyrighted)
- Electronic photo (JPG of at least 300 dpi quality preferred)

Will the speaker/entertainer be available for interviews? If so, please check the appropriate box and list contact information so that an interview can be arranged.

\_\_\_\_\_ Speaker/entertainer available before the event. To arrange an interview, contact:

\_\_\_\_\_ Speaker/entertainer available during/after the event.

### Non-Event-Related Media Assistance Request

Are you requesting media assistance for something other than an event? If so, please explain your request:

What is your goal in requesting publicity?

\_\_\_\_\_ General public attendance

\_\_\_\_\_ Media coverage

\_\_\_\_\_ Enrollment support

Other \_\_\_\_\_

If appropriate, designate special-interest media (newspapers, journals, magazines, radio or television shows) that might find this topic of interest:

**Attach additional information to this form, or send it electronically to [pattersonb@findlay.edu](mailto:pattersonb@findlay.edu).**