



AUBURN UNIVERSITY

OFFICE OF INTERNATIONAL PROGRAMS

Communications/Marketing Submission Request Form

**Note—if a section of the form does not apply to your specific request, please leave blank or type N/A*

News Release Request Form	
<u>Submitter Name & Department:</u>	
<u>Point of Contact:</u> Name – Department – Phone Number – Email -	
<u>For Immediate Release:</u> Yes or No	
<u>Distribution Date:</u>	
<u>Event Name:</u>	
<u>Desired Title:</u>	
<u>Event Date(s):</u>	
<u>Event Time(s):</u>	
<u>Event Location:</u>	
<u>Event Purpose/Description:</u> Be as detailed as possible	
<u>Target Audience:</u>	
<u>Event Slogans/Hashtags:</u>	
<u>Event Sponsors/Collaborators:</u>	
<u>Desired Links:</u>	

Reminder: Please include any images or logos for event in email along with request form