

Public Relations Request Form

Event Title: _____

Date of Event: _____

Time of Event: _____

Sponsored by: _____

Contact Person (name and email):

Is this event OSD approved? Yes No (circle one)

Sent info to be posted on the website? Yes No (circle one)
(email details to elizabeth.crane@mu.edu to be posted on the PT website)

Do flyers need to be created for this event? Yes No (circle one)

Do flyers need to be distributed for this event? If so, how many copies need to be made and where would you like your flyers to be distributed? _____

* If you have any questions regarding PR for an event please contact Elizabeth Crane, PT Council E-board Secretary, elizabeth.crane@mu.edu.