

Southeastern University

News Advisory Form

Public Relations- 667-5410

The purpose of this form is to provide a simple way to inform the university community of newsworthy items that can be released to the media. If you are unsure whether your item is newsworthy, please fill out the form anyway. The Development Office will make the final determination.

Your Information:

Name:

Student

Faculty

Staff

Job Title:

Department:

Phone Number/Extension:

Email:

Event/News Item Information (choose one):

Promotion

Graduation

Scholarship

Award/Recognition

Attended Conference/Training

Certification

Speaking engagement

Published book/article

Other

Brief Description of the Event/Accomplishment:

Event Date:

Event Location:

Is There A Photo Opportunity Available?

Yes

No

Do You Have A Photo Available?

Yes

No