



Marketing and Communications Press Release Job Request Form

Please complete this form and save for your records. Submit the completed form, along with any additional information (samples, copy, other details) via e-mail to marcomoffice@vanguard.edu or via campus mail to the Office of Marketing and Communications.

It is recommended that job requests be submitted a minimum of 8 weeks prior to the date materials are needed. A confirmation receipt along with a proposed production schedule will be e-mailed to you within 3 business days.

Contact information

Name: _____
First *Last*

Contact Info: _____
Department/Office *Extension*

Project Name: _____

Date Submitted

Date Received (for use by Mktg/Comm only)

Copy points:

Event date(s): _____

Event time(s): _____

Location: _____

What is the reason for the event/project?: _____

Who can the press contact for more information?: _____

What do you want the public to know and/or do?: _____

What makes this event/project newsworthy?: _____