



Event announcements will be released to the local media\* and campus community

**OFFICE OF ADVANCEMENT**

**Attention:** **Monica Cortez, Development Coordinator**  
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Organization (and/or) Department Name: \_\_\_\_\_

Name of the Event: \_\_\_\_\_ Date of Event: \_\_\_\_\_

Check one: On Campus Event: \_\_\_\_\_ Off Campus Event: \_\_\_\_\_

Contact: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Please be advised of the event(s) PLEASE PRINT:

*(provide complete details-i.e., date(s), time, etc. and attach copies of materials you plan to distribute if any-i.e., flyers, brochures, etc.)*

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\_\_\_\_\_  
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Submitted by: \_\_\_\_\_ Date: \_\_\_\_\_

\*Press Releases to Media need a 7 work day lead time

**For Office Use**

Received (Date): \_\_\_\_\_ By: \_\_\_\_\_

Sent to Media (Date): \_\_\_\_\_

Media Contact (method): \_\_\_\_\_

Comments: \_\_\_\_\_