

Bevill State Community College Public Relations Request for Services

Submitted by _____ Ext.# _____ Campus _____ Date _____

***This request form may be printed and submitted through campus
mail or email to the following Public Relations personnel.***

Tana Collins – tana.collins@bscc.edu Andrew Brasfield – andrew.brasfield@bscc.edu

JOB REQUEST (CHOOSE FROM THE FOLLOWING)

Request for publicity or production of printed materials, should be submitted at least

TWO WEEKS IN ADVANCE.

_____ Publications/Graphic Design

Please attach a hard copy of the information to be included in the publication (For publications that

include large amounts of text, please provide text via e-mail as well as a hard copy). Choose from the following:

_____ Brochure

_____ Flyer

_____ Poster

_____ Graphic/logo design

_____ BevillVision Slide

_____ Other, Specify

_____ Publicity/Promotion

Please provide (in writing via e-mail or attachment) detailed information about an upcoming event.

_____ News Release/Feature Story (Draft Attached)

_____ Public Service Announcement--Radio and/or newspaper (Attach draft script)

_____ Paid Advertising

_____ Social Media Post

_____ Bear Growl

_____ Photography @ Event-

PR Attendance Requested (Information for outline/article must be provided at this time.)

Note: Coverage is only for all MAJOR campus or college- wide events that are news worthy. Typically, photography in general classroom/department & club activities are not the responsibility of the PR Department. Activities occurring out- side regular business hours will be reviewed and approved on a case-by-case basis.

Date of event: _____

Time of event: _____

Location of event: _____

Other:

PR will provide news information to be posted to the College Web site. Indicate here if request includes posting to the Web.

_____ News information for the College Web site

Additional request for changes/additions to the College's Web site should be submitted to Tana Collins with details on the change requested.

Approvals from the following supervisors must be obtained prior to submission:

Immediate Supervisor _____

Director of Campus Services: _____

Public Relations Personnel: _____

Date Received _____

Date Proof Approved: _____

Date Completed _____