NEWS INFORMATION SUBMISSION FORM

If you have an event, announcement, or other Ozarka news please submit the information on this form. This form needs to be returned to Public Relations at least three (3) weeks prior to the event for distribution. Please contact Kim Whitten, Room M217, kwhitten@ozarka.edu, (870) 368-2060 if you have any questions.

Today’s Date: ______________________  Date of News Distribution: ______________________

Submitted by: ________________________________________________________________

(please include name, address, telephone, & email)

What is the Event/News: ________________________________________________________

Date of Event: ______________________  Time of Event: ______________________

Location: ___________________________

Please describe as much as you can about the details of the event/news. Include any quotes you would like included in the article (attach additional pages if necessary):

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Ozarka College Contact for Release: __________________________________________

(please include name, telephone, &/or email)

***If you have photos, please email to kwhitten@ozarka.edu or attach to this form if necessary.

Is this event/news for:  (please check one or both)

_______ Campus News

_______ Outside Media

(Please list the names of media or county for submission)

___________________________________________________________________________

Other:

___________________________________________________________________________

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