

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 *three (3) weeks* prior to the event for distribution. Please contact Marketing news@ozarka.edu, (870) 368-2045 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):

Ozarka College Contact for Release: _____
 (please include name, telephone, &/or email)

****If you have photos, please email to news@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)

 Approved by Ozarka College Administrator (please have necessary signature) Date: _____