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):

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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)

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Approved by Ozarka College Administrator
(please have necessary signature)