

# 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](mailto: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):

This image shows a blank sheet of white paper with horizontal ruling lines. The lines are evenly spaced and extend across the width of the page. There are no margins or other markings on the paper.

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

\*\*\*If you have photos, please email to [kwhitten@ozarka.edu](mailto: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: