Publicity Request Form

The Public Relations office promotes the accomplishments, news and events taking place at Mount Wachusett Community College. If you have information that you would like publicized, please complete this form and submit it to the Public Relations office in person or by email to joconnor@mwcc.mass.edu. After your request is submitted, you will be contacted for confirmation and follow-up.

For assistance, questions about your request, or to notify us of emergent news, please call (978) 630-9547 or send an email to the above address.

To maximize the potential for media coverage, information to promote upcoming events should be received a minimum of three weeks before the date of an event, to allow time for writing, editing and sufficient notification to media outlets. Media coverage is at the discretion of media outlets and the college’s Marketing and Communications Department.

Today’s date:________________________

Contact person:_______________________________ Phone:____________________________

Department:__________________________________ Email:_____________________________

Brief description of the event, news or accomplishment:___________________________________________
________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________

Do you have photos depicting this news or event?_________________________________________________

For events:

Who is sponsoring or involved with the event? ___________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________

Time of event:________________________________ Date(s) of event:___________________________

Location:____________________________________ Cost, if any:_______________________________

Is this event or program open to the general public?_______________________________________________

Other relevant information:
________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________