

**TEXAS COLLEGE
INSTITUTIONAL ADVANCEMENT UNIT
PUBLIC RELATIONS DIVISION**

PART I: Please complete the following information if you believe you have news for a press release. The Institutional Advancement (IA) Investigative Reporter will contact you for additional information if warranted.

Unit: _____
(Academic Affairs, Business and Finance, IA, Student Affairs)

Department/Area: _____
(For example: Music, Student Government, Sociology)

Short summary of activity/event: _____

Date of activity/event: _____

Contact person: _____
Name

Extension

Email address

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PART II: Please complete the following information if you have a PR idea/project to make the College more visible in the community. The PR Task Force will contact you for additional information if warranted.

Summary of idea/project: _____

Contact person: _____
Name

Extension

Email address
