

**News Release Request Form**  
State College of Florida, Manatee-Sarasota  
Department of Public Affairs & Marketing

**NOTE:** Student club or organization activities use the Club Activity Request form, signed by the student activities advisor and vice president of educational and student services.

**Requested by:**

Name:	Department:
Extension:	E-mail:

**Press Release Information:**

**WHO**

Individual/Program/Club/Department:
-------------------------------------

**WHAT**

Award/Event/Activity:
-----------------------

**WHERE**

Address:	
Building:	Room Number:

**WHEN**

Date:	Time:
-------	-------

**WHY**

Importance:
-------------

**MORE INFORMATION**

Contact for event:	Phone:
Web site:	Fee:

**PROVIDED PHOTOS**

ID left to right:
-------------------