



PUBLICITY REQUEST FORM

Publicity assistance is determined by the overall significance of the event to the university, the general public and the timeliness of the event.

Turning in a publicity request does not ensure publication in The Signal's online editions, email newsletters or social media accounts. Publication is determined by The Signal editorial staff members.

When submitting a publicity request:

- Fill out the form in its entirety.
- Attach any promotional/additional materials for the story idea/event.
- Take note of The Signal's production schedule and publication dates so the staff has ample time to conduct any necessary research.
- Indicate the type of publicity coverage being requested (Article, Live Coverage, Social Media, etc.).

CONTACT THE SIGNAL

IN PERSON:

Student Publications Office
Bayou Building, Room 1239

BY MAIL:

Student Publications Office, Box 456
UHCL, 2700 Bay Area Blvd.
Houston, TX 77058

BY PHONE:

281.283.2570

BY EMAIL:

thesignal@uhcl.edu

YOUR INFORMATION

TODAY'S DATE:		NAME OF CONTACT PERSON:	
YOUR NAME:		CONTACT PERSON'S TITLE:	
STUDENT ORGANIZATION OR UHCL OFFICE:		CONTACT PERSON'S PHONE # & EMAIL:	

INFORMATION ABOUT THE EVENT

EVENT NAME:	DESCRIPTION OF THE EVENT: (Who, What, Where, When, Why & How)
EVENT DATE(S):	
EVENT LOCATION: (Please be specific)	
EVENT TIME(S):	
EVENT COST: (Ticket prices, registration fees, etc.)	BACKGROUND INFORMATION ABOUT THE EVENT/ PURPOSE OF THE EVENT:
WHO IS THE EVENT FOR? <input type="checkbox"/> Students <input type="checkbox"/> Faculty/Staff <input type="checkbox"/> Alumni <input type="checkbox"/> Community Members	TYPE OF PUBLICITY YOU'RE SEEKING: <input type="checkbox"/> Briefs or Community Update <input type="checkbox"/> Live Coverage via Social Media <input type="checkbox"/> Online Article <input type="checkbox"/> Announcement via Social Media

Please attach any additional information such as fliers, brochures, etc.