



University Marketing and Communications | Media Relations

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EVENT PUBLICITY INFORMATION FORM

Please submit information at least two weeks prior to the event date.

Event name _____

Event time/date _____

Event location _____

Sponsoring organization _____

Event open to (circle): students faculty staff community other _____

Cost to attend _____

(include various admission prices for students, general public, etc.)

How/when to buy tickets _____

Web site with information _____

Check here if you have a high-resolution photo. Attach to form, or e-mail to jlhunt2@eiu.edu.

Provide detailed description of event _____

Submitted by _____

Name

Title/Department

Role in this event _____

Phone _____ E-mail _____

Date submitted _____

May we provide your name and contact information to the media? (check an option below)

Yes, for publication and/or media inquiries Yes, for media inquiries only No