



STAFF/FACULTY HOMETOWN NEWS BUREAU

Department of University Communications
600 Lincoln Avenue
Room 2142 Old Main
Charleston, IL 61920
Phone: 217/581-7650
Fax: 217/581-8444
Contact: Vicki Woodard
Janice Hunt

STAFF/FACULTY HOMETOWN NEWS BUREAU NEWS RELEASE

(Please type or print clearly)

NAME _____
Last Name First Name Middle Initial

POSITION AT EIU/DEPARTMENT _____

SCHOOLS ATTENDED

NAME/LOCATION	MAJOR	DEGREE	DATES

PREVIOUS FULL-TIME POSITIONS

MAJOR ORGANIZATION	POSITION	DATES

We will send a release to the hometown paper(s) and publication(s) that you indicate below.

() Own hometown paper _____
Name of Newspaper Address of Newspaper

Please do/do not include names of spouse/children.

Spouse's name _____ Children's name(s) _____

() Parents' hometown paper _____
Name of Newspaper Address of Newspaper

Please do/do not include names of parents.

Parents' names _____

Parents' address _____
(For notification purposes) Street City State Zip

Note: Please include names and addresses for both parents and newspapers if parents live apart.

() Other Newspaper or Publication [Need "local tie-in" information if this is desired, i.e., names of relatives in the area, memberships in area organizations, etc.]

BRIEF DESCRIPTION OF HONOR/RECOGNITION

OPTIONAL INFORMATION TO INCLUDE IN RELEASE

MY PHOTO IS _____ IS NOT _____ ATTACHED.

SIGNATURE _____

ADDRESS _____

PHONE NUMBER _____

HOURS YOU CAN BE REACHED AT ABOVE NUMBER

E-MAIL ADDRESS _____

PLEASE RETURN THIS FORM TO:

Eastern Illinois University
Department of University Communications
600 Lincoln Avenue
Room 2142 Old Main
Charleston, IL 61920

IF YOU HAVE ANY QUESTIONS, PLEASE CALL 581-7650.