

# **Bevill State Community College Public Relations Request for Services**

Submitted by \_\_\_\_\_ Ext.# \_\_\_\_\_ Campus \_\_\_\_\_ Date \_\_\_\_\_

***This request form may be printed and submitted through campus  
mail or email to the following Public Relations personnel.***

Tana Collins – [tana.collins@bscc.edu](mailto:tana.collins@bscc.edu) Andrew Brasfield – [andrew.brasfield@bscc.edu](mailto:andrew.brasfield@bscc.edu)

## **JOB REQUEST (CHOOSE FROM THE FOLLOWING)**

Request for publicity or production of printed materials, should be submitted at least

**TWO WEEKS IN ADVANCE.**

### \_\_\_\_\_ Publications/Graphic Design

Please attach a hard copy of the information to be included in the publication (For publications that

include large amounts of text, please provide text via e-mail as well as a hard copy). Choose from the following:

\_\_\_\_\_ Brochure

\_\_\_\_\_ Flyer

\_\_\_\_\_ Poster

\_\_\_\_\_ Graphic/logo design

\_\_\_\_\_ BevillVision Slide

\_\_\_\_\_ Other, Specify

### \_\_\_\_\_ Publicity/Promotion

Please provide (in writing via e-mail or attachment) detailed information about an upcoming event.

\_\_\_\_\_ News Release/Feature Story (Draft Attached)

\_\_\_\_\_ Public Service Announcement--Radio and/or newspaper (Attach draft script)

\_\_\_\_\_ Paid Advertising

\_\_\_\_\_ Social Media Post

\_\_\_\_\_ Bear Grawl

### \_\_\_\_\_ Photography @ Event-

PR Attendance Requested (Information for  
cutline/article must be provided at this time.)

Note: Coverage is only for all MAJOR campus or college- wide events that are news worthy. Typically, photography in general classroom/department & club activities are not the responsibility of the PR Department. Activities occurring out- side regular business hours will be reviewed and approved on a case-by-case basis.

Date of event: \_\_\_\_\_

Time of event: \_\_\_\_\_

Location of event: \_\_\_\_\_

### Other:

PR will provide news information to be posted to the College Web site. Indicate here if request includes posting to the Web.

\_\_\_\_\_ News information for the College Web site

Additional request for changes/additions to the College's Web site should be submitted to Tana Collins with details on the change requested.

Approvals from the following supervisors must be obtained prior to submission:

Immediate Supervisor \_\_\_\_\_

Public Relations Personnel: \_\_\_\_\_

Date Received \_\_\_\_\_

Date Proof Approved: \_\_\_\_\_

Date Completed \_\_\_\_\_