



## MEDIA ANNOUNCEMENT

### REQUESTOR'S INFO

**Requesting Department:** \_\_\_\_\_

**Requestor:** \_\_\_\_\_ **Phone Number:** \_\_\_\_\_

**Target Audience:** \_\_\_\_\_

### Please select from the media announcement options below:

**Lithonia (West Campus)**       **Covington (East Campus)**       **Both Locations**

**Calling Post:**

Form due five business days prior to run date.

Recorded announcements should be no more than one (1) minute in length.

**Desired Run Date:** \_\_\_\_\_ **Start:** \_\_\_\_\_ **End:** \_\_\_\_\_

**E-mail Blast:**

Form due 1 months prior to the special event date.

**Desired Run Date:** \_\_\_\_\_ **Start:** \_\_\_\_\_ **End:** \_\_\_\_\_

**FYI (Video):**

Form due by noon on Tuesdays to run on the following Sunday.

Recorded announcements should be no more than one (1) minute in length.

Should your request require a special production (i.e. off-site recordings, staged skits, video shoots, etc.) please indicate in the box below.

**Desired Run Date:** \_\_\_\_\_ **Start:** \_\_\_\_\_ **End:** \_\_\_\_\_

**Marquee:**

Form due 1 month prior to the special event date.

**Desired Run Date:** \_\_\_\_\_ **Start:** \_\_\_\_\_ **End:** \_\_\_\_\_

**Web Registration:**

Form due 3 months prior to the special event date.

**Desired Run Month:** \_\_\_\_\_ **Start:** \_\_\_\_\_ **End:** \_\_\_\_\_

**Website Ads/Promo:**

Form due 1 month prior to the special event date.

**Desired Run Date:** \_\_\_\_\_ **Start:** \_\_\_\_\_ **End:** \_\_\_\_\_

\*We reserve the right to edit and reformat submission for media presentation purposes.

**Announcements:**

If using multiple options, please specify the option (i.e., phone tree, website, FYI, etc.) along with the announcement. Please type or print your announcement(s) below. Information should be brief yet specific.

**Department Head Signature:** \_\_\_\_\_

**Date Submitted:** \_\_\_\_\_

**Special Requests:**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

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