

✦ *Make Events Happen* ✦

Campus & Community Involvement

Tips for Requesting Media Coverage

After completing the reservation process with Campus & Community Involvement, event planners may seek advance notice for and/or coverage of an event by contacting University publications and broadcast outlets. The more information editors and producers have, the better they can make decisions about what they will cover. The deadline for campus media is generally two weeks prior to an event. Send a copy of this form to TigerTV through campus mail. Send a copy to the *Trinitonian* through campus mail or hand deliver it to the CCI suite in the west wing of Coates University Center during regular business hours. See [trinity.edu>news & events> LeeRoy](http://trinity.edu/news&events/leeRoy), for LeeRoy submission information.

EVENT:

TIME:

DAY(S) & DATE(S):

LOCATION:

SPONSORING ORGANIZATION:

CONTACT PERSON & INFORMATION:

THIS EVENT IS: New Annual One time

Open to public Open to Trinity community only Open to members only

ADMISSION/COST(S):

RESERVATIONS NECESSARY?
HOW?

BRIEF DESCRIPTION OF EVENT:

Be aware KRTU has a large off-campus listening audience. Send a copy of this form to KRTU through campus mail only if the event has been approved for the general public. For open events, also consider sending information to the *Express-News* (whatshap@mysanantonio.com or www.mysanantonio.com); the *Current* (sacalendar@sacurrent.com or www.sacurrent.com); WOAI radio (www.woai.com); and KISS radio (www.kissrocks.com).