SOUTHWESTERN
COMMUNITY COLLEGE

Media Workorder Request Form

Use this form to provide information for your media needs. Please print out a copy of this form, complete it in its entirety and submit to to the Public Information Officer through inner office mail.

Today's Date: _____

Who is placing this order?

_____
Customer's Name

_____
Department

_____
Phone

I am requesting:

__ Advertisement
- __ Radio
- __ Newspaper

__ Photography
__ Press Release
__ Public Service Announcement
__ Radio Shows
__ TV News Coverage

__ Other _____
_____

Job Specs:

Date Required: _____

Proofing Sign-off:

PIO's Initials _____
Customer's Initials _____

Special Instructions:

Information: (who, what, when, where and why)