

ARTS PUBLICITY REQUEST FORM

INSTRUCTIONS:

- For SOM: Complete this form and SUBMIT via e-mail to alison.crumpton@usm.edu ONE-MONTH prior to your event.
 - For Theatre: Complete this form and SUBMIT via e-mail to mike.lopinto@usm.edu ONE-MONTH prior to your event.
 - For Art & Design and Dance: Complete this form and SUBMIT via email to tearanny.street@usm.edu ONE MONTH prior to your event.
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Actions COAL Communications will take upon receiving this form by the deadline above:

- List your event on the Portal version of the University Master Calendar (accessible online at usm.edu/arts or usm.edu/calendar)
- Include your event in *Monday Music Minute*, sent as a bulk e-mail on Monday's to SOM students, faculty, staff, and patrons who receive the SOM newsletter
- If it's open to the entire campus, your event may also be featured on the USM marquee sign as a reminder message prior to and on the day of the event
- Include your event in USM mail outs, sent as bulk email to faculty on Wednesday, students on Thursday, and university wide on Friday
- For SOM events, Alison Crumpton will list your event on Facebook and Twitter.

NOTE THAT YOU (the event sponsor/organizer) ARE RESPONSIBLE FOR the following activities, if desired/appropriate.

- Prepare/distribute flyers on or off campus for individual events
- Send requests to faculty asking them to encourage/require student attendance at events
- Write/coordinate mailing of letters to other organizations encouraging/inviting attendance/participation
- Prepare/distribute programs or informational materials to be handed out at events
- Contact Union and Programs to reserve a spot on the Thad Cochran Center Screen

**COMPLETE THE ENTIRE FORM BELOW AND SUBMIT TO DESIGNATED PERSON
WE CANNOT PROCESS YOUR REQUEST UNTIL WE HAVE RECEIVED ALL OF THE INFORMATION
REQUESTED BELOW.**

Sponsoring Department(s): _____

Contact Person (person who can answer all information requests about and will provide all req'd materials):

Name: _____ Daytime Phone: _____

E-mail: _____ Evening/Cell Phone: _____

Event Title: _____

Event Type (lecture, panel discussion, faculty recital, etc.): _____

Event Date: _____ **Event Location:** _____

Start Time (time event will actually begin): _____ **End Time:** _____

Who May Attend (is it open to students only? general public students, faculty & staff?):

Ticket Price(s) & Where to Get Tickets (if applicable): _____

Checklist (please include the following attachments):

___ Photo (300 dpi resolution. .jpg)