

**Please submit request form to:
marketing@rio.edu**

Primary Contact Person: _____

Email: _____

Phone: _____

Date Submitted: _____

Date of Event: _____

Date to be Released: _____

What is the release about? _____

What happened or is about to happen? (an event, award, research, etc.) _____

Who are the key players? _____

Who is involved? (who sponsored, who received the award, etc.) _____

Where is this taking place? _____

When is this taking place? List timeframe. _____

Why might this story/event be of interest to others? _____

Will you need a photographer at your event? Yes No

Will you need a follow up story? Yes No

Where would you like this published?

Newspaper

Social Media

Rio Website

Other (please explain): _____