

Office of Communications

Public Relations Request Form

Have a story to tell the news media?

Want an event publicized?

Complete this form and send to heidi@stanadler.com to get the process under way.

1. Project title

Enter the name of your project.

5. Contact email address

2. Your name

6. Budget code

3. Department or office name

Enter your department or office name.

7. Time frame

4. Contact phone number

8. Event details

Include who, what, where, when, why, and how.

9. Story details

Include the story description, why it's relevant, your point of view if you wish to offer insight on a trending story, and where you see the story being of greatest interest.

10. Your bio/credentials for story idea submissions only

11. Notes

Thank you.