



Miles College College Relations Department

Miles College
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PRESS RELEASE REQUEST FORM

PRIMARY CONTACT:

Name:
Prefix First Name Last Name Suffix

Email:

SECONDARY CONTACT (FOR QUOTES):

Name:
Prefix First Name Last Name Suffix

Email:

Press Release Topic: Date to be Released:

(Please submit request form no later than 2 weeks before request release date)

Media Outlet: Local Miles College Website/ Headlines
 State Other:

What is the release about: (an event, and award, research findings, etc.) This is the News Item!

Who are the key players: (who sponsored it, who should attend, who received the award, who conducted the research, etc.)

Where did/will the news item occur:

When did/will the news item occur:

Why (Quotes)

- Each release is unique. However, some key "news values" to address when formulating quote include:

- Audience (Address what the audience wants/needs to know)
- Impact (Address who will be affected and how they will be affected)
- Novelty (Address what is interesting about the news item)
- Conflict (Address any controversial aspect of the news item)

Quote 1:

Quote 2:

Biographical Information:

If the press release is about an award or honor, please write a sort biographical paragraph about yourself, including educational information, other honors and awards received, hometown, parent(s) name(s), etc.

Additional Information:

Please add any additional information (URLs to Websites about the news item, agendas, speaker bio, related press release, etc.

Photo:

- Please upload a headshot of yourself. If the photo is about is about an individual please do not submit a group photo. Only submit one high resolution photo.