

Partnership Announcement Publicity Request Form

Requester Information

Name

Department/Unit

Email

Phone Number

Partnership Details

Partner(s) Organization(s)


Description of Partnership

Preferred Announcement Date

Status of Agreement

Announcement Preferences

Preferred Publicity Channels

Website	 
Press Release	
Social Media	

Key Messages or Quotes

Contacts for Approval (if applicable)

Additional Information

Additional Comments or Requests