**OFFICE OF ADVANCEMENT**

**Attention:** Monica Cortez, Development Coordinator  
Administration Building, Office 101  
Phone: X65641; Fax: X65630; Email: mcortez@mail.sdsu.edu

Organization (and/or) Department Name: _______________________________________

Name of the Event: ___________________________ Date of Event: ___________

Check one:  On Campus Event: ______  Off Campus Event: ______

Contact: ___________________________ Phone Number: _______________________

Please be advised of the event(s) PLEASE PRINT:

(provide complete details-i.e., date(s), time, etc. and attach copies of materials you plan to distribute if any-i.e., flyers, brochures, etc.)

_____________________________________________________
_____________________________________________________
_____________________________________________________
_____________________________________________________
_____________________________________________________
_____________________________________________________

Submitted by: ___________________________ Date: ___________

*Press Releases to Media need a 7 work day lead time

**For Office Use**

| Received (Date): ________________  By: ________________ |
| Sent to Media (Date): ________________ |
| Media Contact (method): ___________________________ |
| Comments: ___________________________ |