

TSU CAHNS

Request for Communications and Media Relations Services

Please complete the form below and have it signed by your department head. This form and project content, including photos, can be delivered via email to Joan Kite, communications and media relations specialist, at jkite1@tnstate.edu or delivered to her office in Room 215 at the Agricultural Biotechnology Building. All questions can be directed to Ms. Kite at ext. 5708.

Name/Title

Email address

Telephone number

Department

Department Head or Associate Dean signature

Name of Project (*i.e.* Recruitment brochure, event flyer, department promotion)

Date of Request

Preferred Delivery Date

Quantity

Type of project

This project is:

Brief description of the project

Who is your primary audience?