

Communications Request Form



SCHOOL OF
ARCHITECTURE,
PLANNING & PRESERVATION

Use this form to request communication about an upcoming event or recent accomplishment (award, publication, conference participation, competition, etc.). The communications office will determine the appropriate strategy to deliver this information to your target audience. You will have the opportunity to review a proof of the announcement before it is released.

Please fill out this form completely before submitting.

Save the completed PDF as YourLastName_Date_News.pdf (example: Green_04212008_News.pdf).

Submit by e-mail to mapp-communicate@umd.edu.

Submitter's Contact Information

First Name	Last Name	E-mail
Phone	Program	Job title

News Type (check one)

Upcoming event Award/honor announcement Academic/research news General news Other

Target Audience (check all that apply)

Faculty and staff Current students Prospective students Alumni Employers UM community Public

Event Information (skip to next section if this is not an upcoming event)

Event title			
Date(s)	Start time	End time	
Location	Building	Room	
Address (if off campus)			
Is there a charge to attend?	yes	no	<i>if yes:</i> <input type="text" value="Cost and payment method"/>
Is registration or RSVP required?	yes	no	<i>if yes:</i> <input type="text" value="Registration method"/>
			<input type="text" value="Registration deadline"/>
Will refreshments be served?	yes	no	

What is the event about?

Who are the presenters?

How will attendees benefit?

Provide unique details or a testimonial that will appeal to your target audience.

All Other News Items (Events skip this section)

What happened?

Who directed the work? Who assisted?

Where did this happen?

When did this happen?

Why is this important for the audience to know?

Provide unique details or a quote from a participant. (Quotes must include full name, title and company/affiliation.)

Additional Information

Are you the contact for questions? yes no *if no:* *Contact name, phone and e-mail*

I will supply image(s) by e-mail (send to mapp-communicate@umd.edu *with* this form).

I will supply supplemental document(s) in PDF format (event program, poster, etc.) (send to mapp-communicate@umd.edu *along with* this form). I understand that these documents may be posted online for the public to download.