

C.O.B.R.A. Media Requests

Caldwell Community College & Technical Institute
MARKETING AND COMMUNICATIONS DEPARTMENT
Publicity Request Form

For questions call: Office of Public Information 828.726.2202 or 828.726.2209
Please submit form to swilson@cccti.edu

Date of Submission _____ **Club Name** _____

In the event more information is needed by the Public Information Office in order to fulfill the request, who is the contact person? _____

Phone: _____ E-mail: _____

Describe the event below

WHO: _____

WHAT: _____

WHEN: _____

WHY (purpose of event): _____

Other Details: _____

Club Advisor Signature

Club President's Signature

_____ PI Officer _____ Date

_____ Executive VP _____ Date