EDITORIAL SUPPORT REQUEST

To expedite important TAMU College of Architecture projects requiring editorial assistance from the College's communications staff, please fill out this "Editorial Support Request" form and have your department head or unit director submit it to the Dawn Trog in the dean's office. Due to the college's limited personnel resources, each request will be evaluated according to its benefit to the college and the staff's ability to facilitate the project in a timely manner when weighed against the other currently approved and scheduled communications initiatives. If approved by the dean, the project will be prioritized, added to the communications project schedule and completed as promptly as that schedule allows. All press releases and promotional material targeting news media or external constituent audiences must be approved by the college's communications office. *Department heads may assume responsibility for such projects by petitioning the dean for a waiver to this requirement.*

Department Head or Unit Director:

Date of request:

Brief summary of request (who, what, where, when, etc.)**:**

Signature of Dept. Head or Unit Director:

Date needed:

Benefactor of request:

Benefactor's phone number:

Benefit to the College:

Person providing assistance:

Assistant's phone number:

MISCELLANEOUS COMMUNICATIONS SUPPORT

Administrative chores and research:

- ❑ Search archives for photographs
- ❑ Search archives for data
- ❑ Search online photo illustration database
- ❑ Facilitate media visit
- ❑ Facilitate media queries
- ❑ Web research
- ❑ Ad placement

Multimedia:

- ❑ PowerPoint presentations
- ❑ Prepare slides for kiosk
- ❑ Multimedia presentations
- ❑ Web support
- ❑ Photography
- ❑ Videography
- ❑ Create podcasts

Consultation:

- ❑ Publication planning
- ❑ Design critique
- ❑ Event promotions and planning
- ❑ Design critique
- ❑ Media relations instruction
- ❑ Background checks

Writing & editing:

- ❑ Script writing
- ❑ Speech writing
- ❑ Marketing copy
- ❑ Advertising copy
- ❑ Awards nominations
- ❑ Copy editing
- ❑ Other

Additional comments, etc.:

NEWS SUPPORT

Materials provided for project:

- ❑ Edited & proofed text
- ❑ Rough draft
- ❑ Comprehensive notes
- ❑ Quotes from those involved
- ❑ Supporting documents
- ❑ Print-resolution photos
- ❑ Screen-resolution photos
- ❑ Links to online support
- ❑ Individuals available for interviews, if required
- ❑ Contact info for persons contributing to story
- ❑ List and contact info for target publications

Stories preferred by media:

- ❑ Beneficial research
- ❑ Unique class projects
- ❑ Classroom innovation
- ❑ Noteworthy discoveries
- ❑ News-related news
- ❑ Projects enhancing the human condition

News for college community:

- ❑ Awards & grants
- ❑ Appointments
- ❑ Event Promotions
- ❑ Gifts under $1 million
- ❑ Student or alumni achievements
- ❑ Competition victories

Other story of *media* interest:

Other news*letter* worthy story:

Main person to interview:

Other person to interview:

Main person's phone number:

Other person's phone number:

Main person's e-mail address:

Other person's e-mail address:

Estimated completion date:

❑ **REQUEST APPROVED**
YOUR PROJECT'S IN THE QUEUE

❑ **REQUEST DENIED**
SEE BACK FOR DETAILS

Dean's signature:

Date reviewed: