



BARSTOW

COMMUNITY COLLEGE

Public Information Office

Publicity Request (All requests must be approved by a College V.P. or President before being sent to the PIO)

Name: _____ Dept. or Office: _____

Title: _____ Event: _____

E-Mail: _____ Phone: _____

Title of Submission: _____

Coverage Type **Request Approved by (Vice-President or President):** _____

Public Relations and Social Media:

- ☐ Press Release to Newspapers* ☐ Marquee ☐ PAC Lobby Screens ☐ Email
☐ LinkedIn ☐ Facebook ☐ Twitter ☐ BCC Website ☐ BC Foundation Website

Paid Advertising (must have Accounting Code) AC #: _____

- ☐ Posters/Fliers ☐ Banners ☐ Newspaper ☐ Radio ☐ TV ☐ Billboard ☐ Mail

Event Date: _____ Deadline for Publication: _____

Submission Text: (up to 2,000 characters)

Photos Available: ☐ No ☐ Yes (Send with request)

Link to (URL): _____

A minimum of 72 hours advance notice required for all requested projects. *Publication of Press Releases is not guaranteed.

The Public Information Office (PIO): is the liaison between the Barstow Community College (BCC) District and the Media; maintains the district's social media presence; markets the district's major events to the public; responds to internal requests to produce news, photos, and videos to share with the college community, the media, and on the Internet; and serves as liaison to the Barstow College Foundation to promote and support programs of the BCC District.