

## COMMUNICATIONS and MARKETING REQUEST FORM

Please use this form to request a communication regarding a program, project, event, general interest, or other non-emergency related announcement. (NOTE: This form is not intended for outage or emergency notifications).

1. Communications office can help identify best target audience and/or means of distribution.
2. Typical distribution includes but is not limited to: listserves, news releases, websites, student and campus news resources, & PO Facebook page.
3. Communications office can assist with development and innovation of communications and marketing collateral – brochures, posters, web pages, print and electronic publications, flyers, and presentations.
4. Please direct your questions to Jacquie Vargas, Communications Manager, 832-842-4861, [jmvarga5@central.uh.edu](mailto:jmvarga5@central.uh.edu)

### CONTACT INFORMATION:

Name \_\_\_\_\_ Title \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

COMMUNICATION SUBJECT: *(Program, project, event, general interest, non-emergency announcement)*

\_\_\_\_\_  
DATE(S): *(if applicable)* \_\_\_\_\_

INFORMATION: *(Include relevant info, location and details, remarks, anecdotal, technical specs or information. Use additional space if needed)*

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ATTACHMENT: *(Photo, diagram, graphic, report, file that can provide additional information)*

PHOTOGRAPHY REQUESTED: *(Check if you would like to request photography, especially for events, programs, etc. – requires advance notice)*

SPANISH TRANSLATION: *(Check if you would like to offer the communication in Spanish.)*

ADDITIONAL COMMENTS / REQUESTS:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

SUBMIT COMPLETED FORM TO COMMUNICATIONS OFFICE, PLANT OPERATIONS

