



# News Tip Sheet

We want to hear from you! Now you can tell us your news so we can share it with others throughout the University and beyond. Complete the form below and submit it to Cheri Van Kuren-Bales, Coordinator of Communications & Events, Office of the Dean, College of Arts & Sciences; e-mail to [cheri.bales@wmich.edu](mailto:cheri.bales@wmich.edu) or fax to 387-3999. Please be sure to list your name and phone number in case we need more information. Call Cheri Bales at 387-4578 with any questions.

**Who:** (What college/department/people is/are involved?)

**What:** (Name of event, activity; describe in detail.)

**Where:** (Include location, address, directions if needed.)

**When:** (Date, time, duration.)

**Why:** (Reason for event or activity.)

I am submitting this information for (check all that apply):

<input type="checkbox"/> Brochure	<input type="checkbox"/> Prism Newsletter	<input type="checkbox"/> Bulletin Board	<input type="checkbox"/> CAS Newsletter	<input type="checkbox"/> Web Page	<input type="checkbox"/> News Release	<input type="checkbox"/> Photography	<input type="checkbox"/> One-page flyer	<input type="checkbox"/> Invitation to event
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Other (please describe in detail) \_\_\_\_\_

(Or use back to draw a picture of what you'd like your piece to look like.)

Contact name: \_\_\_\_\_ Department/School: \_\_\_\_\_

Phone number: \_\_\_\_\_ E-mail address: \_\_\_\_\_

Today's Date: \_\_\_\_\_ Date Needed: \_\_\_\_\_