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News Releases, January 15, 1969

Salve Regina College

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MEMORANDUM:

TO: All Administrators, Faculty and Students

FROM: Public Relations Office

SUBJECT: News Releases

DATE: January 15, 1969

We want to let our external publics know of the many extra involvements of our Administrators, Faculty and Students.

In order to assist the Public Relations Office in preparing news releases, attached are "NEWS TIP REPORT" and "MEETING OR CONFERENCE" forms for you to complete when the need arises. Additional supply of these forms will be furnished each office and department.

There are many occasions for news releases - attending meeting or conference, award of grant, speaking engagements, elected or appointed to office by a professional group, elected or appointed to a campus group or activity, selected for an award, article or book published, distinguished speakers or visitors to our campus and many more.

The Public Relations and Development Office is located on the second floor of Ochre Court.

Let us hear from you!

SALVE REGINA COLLEGE

Office of Public Relations

Date _____

NEWS TIP REPORT

Report on tip:

Who? _____

What? _____

Where? _____

When? _____

Additional details to help us make a good story _____

Whom to see for further information _____

Please return to Frank Nolan
Public Relations Office, Ochre Court

SALVE REGINA COLLEGE

OFFICE OF PUBLIC RELATIONS

ATTENDANCE AT
MEETING OR CONFERENCE

ADVANCE NOTICE

Date _____

Your name _____

Division, Department, and Title (if any) _____

Description of Meeting or Conference to be attended _____

(Please include place, date, and sponsoring organization)

Extent of your participation (e.g., speaker, paper to be presented, just attending,
representing _____, etc.) _____

Comments _____

Please turn this Meeting or Conference Notice in to:

Frank Nolan
Public Relations Office
Ochre Court

AS FAR IN ADVANCE OF MEETING AS POSSIBLE