

# COLLEGE of CHARLESTON

## OFFICE OF MEDIA RELATIONS

### HOMETOWN NEWS FORM (rev 1.1)

The College of Charleston Office of Media Relations issues press releases regarding student, faculty and staff awards, honors and other announcements. We realize how important it is to family and friends that these accomplishments are noted in the individual's hometown paper. To do this accurately, we require the name of the local newspaper(s) most likely to publish this kind of information (small community papers are more likely to print the item than large dailies such as *the New York Times* or *Atlanta Journal-Constitution*).

Please print the information clearly and return this form to: Division of Marketing and Communications, Hometown News, College of Charleston, 66 George Street, Charleston, SC 29424, or e-mail [whetzel@cofc.edu](mailto:whetzel@cofc.edu) or drop off at the Robert Scott Small Building, main floor, room 225. For more information, visit: [www.cofc.edu/mediarelations](http://www.cofc.edu/mediarelations)

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**Full Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Department:** \_\_\_\_\_ **Major:** \_\_\_\_\_ **Year of Graduation:** \_\_\_\_\_

**Email and Cell Phone (for internal use only):** \_\_\_\_\_

**Title of Award, Honor or other Announcement:** \_\_\_\_\_

**Brief Description:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Monetary Amount:** \_\_\_\_\_

**Name of Parent(s) or Relatives (optional):** \_\_\_\_\_

**Name of Hometown and/or Place of Birth:** \_\_\_\_\_

**Name of High School and Location (students):** \_\_\_\_\_

**Print one or two Newspaper Names below:**

1. **Newspaper:** \_\_\_\_\_

**City/State:** \_\_\_\_\_

2. **Newspaper:** \_\_\_\_\_

**City/State:** \_\_\_\_\_

**Pursuant to the South Carolina Family Privacy Protection Act, please be advised that law prohibits the use of this information for commercial purposes and violation of this Act may result in criminal penalty.**