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## Media Request Form

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***Please use this form to request media coverage of a campus event or to pitch a story idea. Forward the document to our Communications Department 2 weeks prior to the event. Coverage is not guaranteed.***

**WHERE:** This section should include the school name, contact information of the person hosting, and a brief overview of the event.

**WHEN:** This section should include the date and time of the event.

**WHAT:** This section should describe the event, including what will take place and why the event is important. Be sure to include any important background information.

**WHO:** This section should include details about who is hosting the event, those involved, and any newsworthy individual.