**Publicity Request Form**

The Office of College Relations is committed to promoting Lone Star College-Kingwood. To request a special interest news release, promote a program, event, award or recognition, staff person, student, or community effort; please complete the form below three weeks prior to the date needed. The request will be handled by Roycelyn Bastian-Spencer, media relations coordinator. For more information, please call 281-312-1558.

**Please complete the following information:**

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| **Name:** |  |
| **Subject:** |  |
| **College/Department:** |  |
| **Telephone Number:** |  |
| **E-Mail:** |  |
| **Describe the Newsworthy Item (Who, What, When, Where, Why, How):** |  |
|  | |
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