

Campus Media Submittal

Please use this form for submitting story ideas and information to the *Campus Report*, *Chaminade Quarterly*, or when requesting assistance with media coverage. *We cannot guarantee placement*, but items submitted with more lead time and easy-to-reach contacts will generally have a higher success rate. The editorial staff will determine which of the available media is most suitable for your item, but you are welcome to make a recommendation.

Contact Name(s) & Phone Number(s)

Name of event or story idea

Date, time, place of event or story

Purpose of event or story (please use the back of this form if you need more space)

Who should attend or who attended the event, or who the main characters of the story are

Other contacts for this story (for possible quotes or additional information)

PUBLICATION	PURPOSE	AUDIENCE	FREQUENCY	DEADLINE
Campus Report	Update campus community on news & events	2,800 students 300 faculty, adjuncts & staff	Weekly; every Friday via e-mail	Every Wednesday by 5 p.m. for the next Monday's edition
Chaminade Quarterly	Keep alumni connected, inform & educate broader community on CUH	15,000 alumni, parents & friends of Chaminade	Quarterly (February, May, August, November)	Content for <i>CQ</i> is planned at least one year ahead of time. Ideas can be submitted up to 3 months before printing date.
Media Coverage	Inform and educate a specific target audience (local or national) about CUH successes, news & events	Local community & national audience		For announcements and events (TV news, newspaper, radio, etc.), submit items AT LEAST ONE MONTH ahead. For stories initiated by the media, reporters will need quick availability of info. or expert opinion.

Please submit forms electronically to the following e-mail addresses or by hard copy to Freitas Hall, Room 110 by the deadlines above. For more information or clarification, please contact:

KAPONO DOWSON-RYAN at krvan@chaminade.edu or (808) 735-4797
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