

To have your event considered for a news release to local media and/or featured on the IU Northwest Home Page Calendar, contact the Office of Marketing and Communication as below and be prepared to provide the following information:

IU Northwest News Release

DATE

FOR IMMEDIATE RELEASE
ALL ZONES

IU Northwest plans (WHAT) on (DATE) Event to . . .

The Indiana University Northwest (CLUB) will celebrate (WHAT) during its (EVENT) from (X to X p.m.), (DATE) in the (WHERE).

The campus and community are invited to the (FREE?) event, which features . . .
(MORE ON THE EVENT HERE. Remember to cover the 5 Ws and the H – Who? What? Where? When? How? Why should I attend/care?)

For information, contact (WHO), at (PHONE #) or (EMAIL). Or, visit (website URL).

MEDIA CONTACT

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