

Truman State University  
TruView Announcement Request Form

If you are interested in sending out an announcement on TruView, please complete all information on this form. This form must be submitted to the Public Relations Office, located in McClain Hall 202. If you have any questions, please contact the Public Relations Office at 660-785-4016. If you are announcing a survey, please use the Survey Announcement Form at <http://its.truman.edu/>

Requirements to post an announcement on TruView:

1. You represent an active/chartered campus organization or a recognized group within your academic department.
2. You have an adviser's approval.
3. You have submitted the information at least 4-7 days\* before the event.

Name of class, group or individual requesting announcement: \_\_\_\_\_

If a group or class, name of contact person: \_\_\_\_\_

Preferred e-mail address: \_\_\_\_\_ Phone: \_\_\_\_\_

Announcement Title: \_\_\_\_\_

Message: (use back or attach another sheet if necessary)

This announcement should go to:

\_\_\_\_\_ Truman Students (the announcement will be posted on the campus announcement section and included in the Truman Today if submitted in time)

\_\_\_\_\_ Truman Faculty and Staff\* (deadline to be included in the e-mail is the Wednesday before the Monday publication)

Date announcement should be posted: \_\_\_\_\_ Announcement End Date\*: \_\_\_\_\_

\* ANNOUNCEMENTS MAY ONLY BE POSTED FOR ONE WEEK

Adviser Name: \_\_\_\_\_ E-mail: \_\_\_\_\_ Phone: \_\_\_\_\_

Adviser has been notified of the announcement and has signed off: \_\_\_\_\_ yes \_\_\_\_\_ no

PLEASE SUBMIT COMPLETED FORM TO PUBLIC RELATIONS – McClain 202.  
If you have questions, please call the Public Relations Office at 660-785-4016.