



News Release Request Form

We are happy to promote all of the exciting things happening at Las Positas College. We will distribute the information to our media list but we cannot guarantee coverage by media outlets. We will also post the information on LPC's social media channels: Facebook, Twitter and Instagram.

Please complete the form below (use extra pages if needed), route for the proper approval, scan, and send to Jennifer Aries at jaries@laspositascollege.edu. If you have any questions you can email Jennifer or call her at (925) 784-0574.

If appropriate to the story, please include a color or black and white high-resolution picture.

Date	
Group or Individual	
Administrator Approval	
Event, Class or Item of Interest	
DATE	
TIME	
LOCATION	
Admission Fee	
Phone number/email for more information	
Details	Please use the space below to include details about the information. For example, if it's a performance, please list the cast and their hometowns; if it's a faculty member or student receiving an award, please list the name of the organization and contact information so we may follow up.