



Request for Public Relations Activities

This form is to be used to request approval for Public Relations Activities, which include actions, events, or activities that involve distributing or sharing information about Ark Regional Services with the public.

- Presentation or Speech Tour Research Project or Paper Media
 Information Table Internship Other

Briefly Describe Activity:

Date(s), Time (s), Location, etc.

Name (Ark employee making request):

Department:

Phone:

Email:

Briefly describe Ark involvement (staff, facilities, costs, etc.):

Outside Entity:

(i.e. Laramie Boomerang, University of Wyoming, Laramie Garden Club)

Contact Name:

Phone:

Email:

Approved: _____ Date: _____
Department Head

Or, approval provided via phone, email or SCOMM: _____ Date _____

After receiving Department Head approval, please submit form to Peter Laegreid, Outreach Specialist.
You will be notified though email or SCOMM when approved. Thanks!

Approved: _____ Date: _____
President & CEO