



## 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.

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Name (Ark employee making request):

Department:

Phone:

Email:

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

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Outside Entity:

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

Contact Name:

Phone:

Email:

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Approved: \_\_\_\_\_ Date: \_\_\_\_\_  
Department Head

Or, approval provided via phone, email or SCOMM: \_\_\_\_\_ Date \_\_\_\_\_

After receiving Department Head approval, please submit form to Colby Chisholm, Development Manager.  
You will be notified though email or SCOMM when approved. Thank you!

Approved: \_\_\_\_\_ Date: \_\_\_\_\_  
President & CEO