

Truman *today*

A weekly newsletter for students, faculty and staff

2008-2009

Submission form

Truman Today is a weekly newsletter, published each Tuesday for faculty, staff and students of Truman State University. If your organization is planning an **on-campus event of campuswide interest**, the *Truman Today* staff would like to know about it. Please provide the staff with the following information.

Your name and title: _____

Your organization: _____

Your phone number: _____ Your e-mail address: _____

Speaker, position and topic: _____

Event: _____

Date or dates of event: _____

Time: _____ Location: _____

Price: _____

Additional details/Notable information: _____

Would you like this information sent to local media? _____

Truman Today news submissions are due before 5 p.m. the Wednesday before Tuesday's publication. You may submit your news item on these forms, available in the Public Relations Office, McClain Hall 101 or you may e-mail the above information to tmiles@truman.edu. **All items are subject to editing for clarity, style and space.** Organizations may submit notices of open meetings, but not those that invite immediate members only.

The *Truman Today* is available each week online at <http://trumantoday.truman.edu> and online versions of back issues are available at <http://trumantoday.truman.edu/archives/>.