

# 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: \_\_\_\_\_

\_\_\_\_\_

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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](mailto: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/>.