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. **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/.