

PASADENA CITY COLLEGE



# PHONE BLAST REQUEST FORM

**PLEASE NOTE:**

For proper coordination with the MIS area and to allow enough time to produce this message, this form should be submitted to the Public Relations Office in LL120B ***at least 2 weeks prior to message start date.***

*(Please Print)*

**What (Purpose):** \_\_\_\_\_

**Target Audience:** \_\_\_\_\_  
(Who is it for? Be specific, e.g. current students, Board of Governors students, etc.)

**Message run dates:** \_\_\_\_\_

**Dept. Head Signature:** \_\_\_\_\_

**Sponsor(s) / Contact(s):** \_\_\_\_\_  
(Department, instructor, etc.)

**Message/Script:**  
(You may attach your script to this form)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

If you have additional information, please attach.

Please be sure to notify the **Public Relations Office** at (626) 585-7315 or the **Publications Office** at (626) 585-7250 of any change in information.

**Return form to:** Public Relations Office, LL120B  
This form can also be downloaded from the Internet at [www.pasadena.edu/publicrelations](http://www.pasadena.edu/publicrelations)

Name and phone number of person submitting information:

\_\_\_\_\_

Date submitted: \_\_\_\_\_

**Public Relations Office**  
Phone: (626) 585-7315 • Fax: (626) 585-3064  
[www.pasadena.edu/publicrelations](http://www.pasadena.edu/publicrelations)

