



SPRINGFIELD COLLEGE

School of Human Services

REGIONAL CAMPUS GRADUATION EVENT NEWS RELEASE INFORMATION FORM

The Springfield College Media Relations Office will generate an advance news release for each regional campus about each local graduation event. The release will be sent to news media serving the locations of SHS regional campuses. At least one month before the event, please complete the form below and submit it to Springfield College Media Relations Director Claire E. Burns, fax (413) 734-8610.

Commencement

Date, Time: _____ Location: _____

Speaker's Name and Title (attached a brief biography): _____

Speaker's topic (if available): _____

Other Speakers

Names and Titles: _____

Types of remarks (i.e., invocation, greetings from main campus, etc.): _____

Additional Information

Number of students receiving bachelor's degrees: _____

Number of students receiving master's degrees: _____

Undergraduate concentrations offered at this campus: _____

Graduate concentrations offered at this campus: _____

Year that this campus opened: _____

Number of degrees awarded to graduates from this campus since it opened (specify if this is an exact number or a close estimate):

Bachelor's: _____ Master's: _____

Any unusual aspects to this commencement? If so, please describe briefly. Attach separately if necessary:

Any students with unusual backgrounds (i.e. overcame serious hardships or handicaps, completed degree at advanced age, made other unusual accomplishments, etc.)? Attach brief description. List only students who would be willing to talk with media:

Name/telephone number of person at regional campus for media to contact:

Media to receive release: (SC Media Relations will identify newspapers and broadcast media serving campus location.) Please specify any media that should be included in this list:
