

The Good Five-Cent Cigar
REQUEST FOR COVERAGE

Thanks for your interest in the *Cigar*. We are a student-run newspaper printed Tuesday through Friday while classes are in session. This form is meant to assist us in covering your event or story idea in an accurate and timely manner. Please read the following guidelines before filling out the rest of the form. You may return this form to Memorial Union Room 125 or fax it to 401-874-5607.

- Requests should be turned in the **Thursday prior to the event** by 4 p.m.
- Due to limited staff and space, the *Cigar* generally does not preview events, but we would be more than happy to cover them. If you wish to advertise your event please see our Advertising Department. Rates for student groups and URI departments are significantly discounted.
- The *Cigar* always looks for a URI angle. We give priority to those stories that involve URI students, staff or faculty.
- We do not run press releases but feel free to attach one.

Today's Date: _____

Primary Contact: _____

Phone: _____

Role/Position: _____

Other people we should contact (names and phone numbers):

Location of Event (if applicable): _____

Time of Event (if applicable): _____

Briefly tell us about your event/story idea:

Please feel free to attach any additional information, press releases, fliers, etc.

Thank you. We will consider your request at our next staff meeting.