



News
Submissions Form

**Faculty/Student
Alumni Name**

Phone Number

Email Address

Instrument

Teacher(s)

(year and degree
if alum)

***I believe this
information
would be
appropriate for:***

(Please highlight/bold/underline)

Website

Press Release

eNotes

Notes

News:

*Please write
Your news
in the manner
you wish for
it to be published.
CIM reserves the
right to edit
for space
and content*

Today's Date: _____

Please return this form electronically to the Communications Manager in the Marketing Office.

Email klg41@case.edu. If you picked up a hardcopy, please email klg41@case.edu for an electronic version.

Photos: A headshot is required with your submission. Photos must be in .jpg format, 300 dpi. They will be used as space permits.

Deadlines: Submissions will be accepted on an ongoing basis, but please note that specific deadlines must be adhered to if a specific issue is desired.