

Example of Public Relations 5Star Request

Summary of Request- Experience Starpower Awards Showcase

Requestor- First and Last Name

Type of Request- Press release

Description- The annual Experience Starpower Awards showcase will be April 28, 2023 from 12-2pm in the Michigan Room. We would like a press release after the event with the awards and the recipients. Pictures and video will be taken of the event if needed for the release. Media are welcome to attend.

Audience- Employee

What key phrases would you like included?- LCC Experience Starpower Awards Showcase, employee recognition, annual awards luncheon

What are the goals or objectives of your request?- To let the community know about the great employees at LCC.

Deadline- 4/29/2023

Attachment- Program