

Subject: Media Relations
Board Policy Reference: GE

The Marketing and Media Relations office is responsible for managing all aspects of media relations, including news releases, media interviews and crisis communications.

News releases

The Marketing and Media Relations office is the only office authorized to send out news releases or contact the news media on behalf of Temple College. To request a news release, contact the Marketing and Media Relations office.

Media interviews

All interviews with the news media should be coordinated through the Marketing and Media Relations office. Faculty and staff members who are contacted directly by the news media should contact the Marketing and Media Relations office to discuss the best way to handle the media request.

Crisis communications

The Marketing and Media Relations office is responsible for maintaining an up-to-date Crisis Communication Plan that supplements the college's Emergency Management Plan.