
Policy: Media Relations Policy
Policy No: 3.20
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MEDIA RELATIONS POLICY

The Dean of Community Outreach handles all media calls. If you receive a call from the media, alert the Office immediately (Ext. 4249). This allows the College to respond to the media quickly, prepare a response and present a consistent message to the media.

The Office of Community Outreach encourages and welcomes your willingness to help reporters tell the story of SCCC and its people. Please contact the Office of Community Outreach as soon as you're aware of a story or event you'd like to share with the media. It's never too early to discuss an idea, but it can be too late. News releases are generally e-mailed at least two weeks before an event, so plan ahead. (If you need a photograph, add a week.)