Please fill out the form. Media/interview requests must be submitted at least five working days in advance.

Your Name: ___________________________   Telephone: _____________________________   E-mail:___________________________

**Media Source:**

- **External Media** (Non-USC/ Television, Newspaper, Radio, etc.)
  
  Name of Company___________________________

- **Internal Media** (Check One)
  
  ___Daily Trojan    ___Neon Tommy    ___KSCR    ___Annenberg    ___Other: _________________

  Dept./Publication/Class:_________________________   Supervisor/Instructor: _____________________________

Type of Interview (circle one): In-Person/Phone

Staff Member You Are Requesting Interview With: ______________________________________________________

Topic/Expertise needed: ________________________________________________________________________________

**FILMING IS NOT AUTHORIZED UNDER ANY CIRCUMSTANCE.**

Filming is defined as any type of recording of images, whether it is done on film, video tape, audio or electronically, for reproduction.

Additional Information:

- No interviews may occur without the advance approval, from the appointed representative, of the Engemann Student Health Center. The representative must be notified no later than five (5) working days before the interview is to take place.
- Interviews may extend no longer than thirty (30) minutes in length from the time of the scheduled interview start.
- **All media requests should be directed to Heidi Ried-Gonzaga, Director of Marketing and Media at the Engemann Student Health Center. (riedgonz@usc.edu)**

I have read and understand the above policies, requirements and restrictions at the USC Engemann Student Health Center and I agree to adhere to each.

Your Signature: ___________________________   Date: _____________________________

Signature of Engemann Executive Director/Media Rep.: ___________________________   Date: _____________________________

For internal use only:

Interview Date: _____/_____/_______   Time: __________am/pm   Location: ______________________________

Message Received by: ___________________________   Referred to: ___________________________   Date: _______   Time: ________