

USC Engemann
Student Health Center

1031 West 34th Street
Los Angeles, CA 90089
(213) 740-6878

Media Relations

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: _____