



Ladies and Gentlemen of the Press:

All news media are welcome visitors under varying hours and circumstances in all public areas of the Concord University campus. The news media may also attend all non-ticketed events open to the public without prior permission. Events to which the Public Relations Office has extended an invitation or announcement to the public and to the news media do not require special approvals. These include news conferences, athletic events, theatrical and musical performances, public lectures and the like.<sup>[SEP]</sup> However, arrangements for interviews of our special guests, performers, or other dignitaries require assistance from the Public Relations Office in advance.

Concord University supports the free and open expression of ideas and opinions by our faculty, staff, students and other members of the University community and we encourage our faculty to participate as expert resources in news stories. Faculty, staff and students certainly have the right to speak to the news media without the presence or permission of University officials. However, media should realize that these individuals who choose to do so are not providing official statements on behalf of the University and may not signify accurate or timely information.

All press releases, media advisories, and broadcast news bulletins must be approved by and distributed through the Public Relations Office unless a prior arrangement has been granted. The Sports Information Office issues sports-related press releases.

Access to buildings, specific areas and events may be denied during an emergency, crisis or unusual contingency. The safety of our students and employees as well as the community-at-large will take precedence during any emergency. In such instances, University officials will communicate with the media as information becomes available and is verified as being accurate.

All commercial, freelance, non-news photography or videotaping on campus must be approved in advance by the Public Relations Office. Permission generally will be granted, as long as those in charge of these areas to be photographed or videotaped agree and if these activities do not disrupt University classes or activities; do not interfere with the privacy of students, faculty, and staff; and do not pose any risk to the safety of members of the University community, visitors or facilities. Such permission may include the accompaniment of staff from the Public Relations Office.

Due to the number of inquiries for newsworthy stories that involve Concord University, we ask that all media, please report to University Point, immediately upon arrival to the campus, so that the Public Relations Office may more efficiently assist you in providing official University statements, arranging interviews where appropriate, and making certain the most accurate, up-to-date information is provided to ensure your trip to our campus is a productive one. Members of the student media will gain real world experience by working with the Public Relations Office to request assistance to schedule interviews, receive official statements and to verify information or sources for their stories.

For sports-related stories dealing with our sports teams, games, stats, records, coaches, etc., please alert our Sports Information Director at 304-384-6259 for assistance during your visit to campus.

For all other inquiries, or to make an appointment, please contact the Concord University Public Relations Office at 304-384-6312 or 304-384-521.



Thank you for your cooperation.