Publicity Procedure Flow Chart

Committee chairperson or project leader fills out Press Release Template – see "Forms" on gocomga.com website.

Chairperson or project leader e-mails completed press release to Jan Even (even.jan@gmail.com) and includes images, if any.

Jan Even copyedits press release, verifies URLs and phone numbers, e-mails completed press release to Amy Jo for her approval, with cc to chairperson or project leader.

Amy Jo approves press release and sends to Reaza to be sent out on OSU Extension letterhead to media list.