|  |
| --- |
| **The expected level of news uptake for the press release:**  |
| [ ]  No news | [ ]  10-14 news articles |
| [ ]  1-4 news articles | [ ]  15+ news articles |
| [ ]  5-9 news articles |
|  |
| **Is there a particular desired outcome for the press release (e.g. appearing in print in The Times)?**  |
| [ ]  No |
| [ ]  Yes – if yes, please describe:  |
|  |
| **Is the press release due to be released by any other institution?**  |
| [ ]  No  |
| [ ]  Yes – if yes, please describe:  |
|  |
| **Embargo:**  |
| [ ]  No embargo |
| [ ]  Start of embargo: Click here to enter a date. / Time:  |
|  |
| **Response needed by:**  |
| Today at:  |
| Date: Click here to enter a date. | / Time:  |
| **Feedback or comments:** |

\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\* Insert PR text below \*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*