



# COLLEGE RELATIONS

Promoting an event or hosting a speaker?



## REQUEST A ROOM

Contact:  
Laura.A.Codnger@LoneStar.edu  
or (281)-312-1414



## REQUEST PUBLICITY SERVICES

Fill out form at:  
<http://www.lonestar.edu/kingwood-relations-forms>



## ADD EVENT TO MASTER CALENDAR

Contact:  
Roycelyn.J.Bastian@LoneStar.edu  
or (281)-312-1558

## MEDIA RELATIONS

Roycelyn.J.Bastian@LoneStar.edu • 281.312.1558

### WHAT WE DO:

Promotes campus events and programs to internal and external audiences through news releases, tickers on campus LED signs, advertisements and coordination with local newspapers, and other community outreach efforts.

### FOR ALL MEDIA RELATIONS REQUESTS:

[www.lonestar.edu/kingwood-relations-forms.htm](http://www.lonestar.edu/kingwood-relations-forms.htm)

### LEAD TIME REQUIRED:

4 weeks

## WEB & SOCIAL MEDIA

Rosendo.Reyna@LoneStar.edu • 281.318.4311

### WHAT WE DO:

Provides web design and social media services for the campus, promoting all campus events.

### FOR ALL MEDIA RELATIONS REQUESTS:

[www.lonestar.edu/kingwood-relations-forms.htm](http://www.lonestar.edu/kingwood-relations-forms.htm)

### LEAD TIME REQUIRED:

3 weeks

## PROMOTIONAL MATERIALS

Kristine.M.Abraham@LoneStar.edu • 281.312.1621

### WHAT WE DO:

Provides promotional items that are available for student outreach or special events and may be ordered through College Relations. College Relations can also prepare gift baskets for guest speakers or special events.

### LEAD TIME REQUIRED:

2 weeks

## DESIGNS IN PRINT

Pamela.R.Clarke@LoneStar.edu • 281-312-1450

### WHAT WE DO:

Graphic design student interns create posters, fliers, brochures, and other documents to promote campus events and programs.

### LEAD TIME REQUIRED:

3 weeks

## CREATIVE SERVICES

### FOR ALL CREATIVE SERVICES REQUESTS:

[wwwapps.kc.lonestar.edu/media-services/index.cfm](http://wwwapps.kc.lonestar.edu/media-services/index.cfm)

### WHAT WE DO:

Provides multimedia instructional services to faculty and staff on the campus that primarily focuses on: photography, graphic design, video production, multimedia & print production.

### LEAD TIME REQUIRED:

Print: 1 week • Graphic Design: 3 weeks  
Photography, Video & Signage: 1+ month