

Refer to Section {D}  
{College Relations & Development}Unit  
**Procedure for {D10 – Media Relations}**

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1. The PR Director is the spokesperson to the public media on critical issues. Any contact with the media should be directed to the PR Office. In emergency situations, media should be directed to the President's Office first. The President's office will contact the PR Director to insure a coordinated statement is made to the public.