



SOUTHERN UNIVERSITY *at* NEW ORLEANS
COMMUNITY OUTREACH/UNIVERSITY ADVANCEMENT
PUBLIC RELATIONS

6400 Press Drive • New Orleans, Louisiana 70126
Direct (504) 286-5343 • Fax (504) 284-5525

Public Relations Policy and Procedures for Media Outlets
Revised March 15, 2010

Southern University at New Orleans welcomes the media to our campus. If you are a media representative wishing to capture life on campus please keep in mind that our first priority is to conduct University business inside the classroom in order to maximize students' academic experience. It is in all parties' collective interest to not detract from quality instructional time.

In order to ensure a smooth experience for both SUNO and the media please take time to view the following:

- All classroom inquiries should be directed to SUNO Public Relations. Call (504) 286-5343 or e-mail efrancis@suno.edu to set up times to sit in on a class.
- Please notify SUNO Public Relations at least 48 hours in advance of your request. This will give us time to notify the instructor and students in order to ensure cooperation from all involved parties.
- Please arrive to the campus at least 30 minutes before class time. This will give us time to remind/prepare the instructor and the students. This will also give time for television or radio set-up.