Congratulations on your academic success at Plymouth State! To mark this achievement, we encourage you to send a personalized news release to your local newspaper(s). Plymouth State University has prepared Dean’s and President’s List hometown release templates to help you deliver the news.

You can use this list to find your local newspaper and contact information. To produce a hometown release, follow these steps:

1. Copy the sample news release text into a new document.

2. Replace bracketed information with your personal details.

3. To avoid having your e-mail deleted or caught in a spam folder, we highly recommend that you find a general e-mail address on the newspaper’s website or in the print edition. Many print newspaper announcement areas contain contact information near the announcements.

4. Copy the release directly into an e-mail message addressed to your local newspaper(s). Use the subject line “Local Resident Recognized for Academic Achievement at Plymouth State University.”

Please be aware that news organizations make editorial judgments on what items to publish and when. Major publications in large metro areas may be less likely to run hometown releases.