

Who Needs to Know?

(Checklist of people to consider notifying when an issue is about to become public)

- President/Chancellor
 - Provost
 - Governing Boards/Liaisons
 - University Officers
 - Chief of Staff
 - University Deans
 - Alumni Relations
 - Advancement/Development
 - General Counsel
 - Federal Relations &/or State Relations Officer(s)
 - Community Relations Officer
 - Human Resources
 - Medical Center
 - Athletics Director/Sports Information Director
 - Dean of Students
 - Counseling Center(s)
 - Student Health Services
 - Director of Student Housing
 - Director of Public Safety
 - Director of Environmental Health and Safety
 - Research Compliance Officer
 - Director of Media Relations
 - Communications staff in academic units
 - Pastor(s)/Campus Chaplain(s)
 - Head of Greek Life
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- President Chamber of Commerce
 - Convention and Visitor Bureau
 - Red Cross
 - United Way agencies
 - PIO local hospitals