

# Protocols and Procedures Regarding Film Crews and Media Interviews

Dear Morgan Community,

Please be advised that all non-academic and/or non-Morgan-sponsored filming requests taking place on campus must be coordinated and approved through the Office of Public Relations and Strategic Communications (OPRSC). These requests are subject to a comprehensive review and approval process, which includes execution of the University's official film agreement.

In addition, **all media inquiries**—including those received from The *MSU Spokesman*, BEAR TV, or WEEA—that involve the University, or its operations must be directed to OPRSC for proper review and response. Please note that OPRSC is the only office authorized to issue official statements or responses on behalf of the University. When appropriate, OPRSC may designate other University units or personnel to respond to specific inquiries.

Any individual media requests not directly related to University matters but occurring on campus or in a Morgan facility must also be cleared through OPRSC. Likewise, any University unit (division, department, or office) planning proactive media outreach related to Morgan State University must coordinate such efforts with OPRSC in advance.

To contact OPRSC regarding filming or media requests, please email [PR@Morgan.edu](mailto:PR@Morgan.edu) or call 443-885-3022.

Thank you for your cooperation and continued commitment to representing Morgan State University with professionalism and consistency.

Sincerely,

Office of Public Relations and Strategic Communications  
Morgan State University



This message is for informational purposes only. Please do not reply to this message. Replies to this message are routed to an unmonitored mailbox. If you have questions regarding the announcements, please contact the Office of Public Relations & Communications at [PR@morgan.edu](mailto:PR@morgan.edu).

If you have any technical issues/questions, please contact the MSU Service Desk at [ServiceDesk@morgan.edu](mailto:ServiceDesk@morgan.edu) or at extension 4357. Thank you.