

Dutchess **BOCES**

NOTABLE NEWS & EVENTS

When requesting communication services, please provide any back-up information that is available on event/activity, including hand-outs, programs, etc. Please try to give us two weeks' notice about your event, particularly if you would like us to alert the local press.

*New Programs?

*Upcoming Events?

*New Teachers?

*Student/Teacher Who Received Recognition? *Special Projects or Performances?

Primary Contact _____

Title _____

Building Location _____

Phone & Extension _____

NOTABLE NEWS & EVENTS INFORMATION:

What _____

Where _____

When (date & time) _____

Description _____

Photo opportunity? Yes No If yes, release on file for students? Yes No

Building Administrator's Approval _____ Date _____

Please return to:

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