



NOTABLE NEWS & EVENTS

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

Noteworthy News Categories:

- * New Programs
- * Student/Teacher Who Received Recognition
- * Upcoming Events
- * Special Projects or Performances
- * New Teachers

Your Contact Information:

Primary Contact _____

Title _____

Building Location _____

Phone & Extension _____

Your 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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