

Upcoming Major Events

Please complete this form to notify the Communication Department of your school's newsworthy events. In order to be considered for coverage, the form must be completed one week in advance and sent to: Rene Lynn (554-2256) rlynn@saisd.net.

SCHOOL NAME:	ADDRESS:
CONTACT:	PHONE:
WHO?	
[participants and/or major players]	
WHAT?	
[brief details)]	
WHERE?	
[exact location]	
WHEN?	
[time]	[date]
VISUALS*?	
WHY?	
(what makes this story newsworthy)	
PLEASE CHECK ALL THAT APPLY:	
We can supply photos if Com	nmunications Department staff cannot attend.
The Communications Depart	ment may notify the media.
* Make sure that your students have a signed p	ermission form in order to be photographed.