

WEST IRONDEQUOIT SCHOOL DISTRICT PUBLICITY INFORMATION FORM

If you are planning a classroom activity or special event for which you would like to have publicity, and/or you think this event may interest the print or electronic media, please complete the following form and send it to **Carol Crumlish, Public Information Office, at the Administration Building. PLEASE RETURN THIS FORM AT LEAST TWO WEEKS PRIOR TO THE EVENT.** This will generate a NEWS TIP sent to all media 48 hours prior to the event, and possible coverage for internal publications.

TODAY'S DATE: _____

YOUR NAME: _____ YOUR PHONE: _____

What is the **NAME** of your event? _____

What is the **TIME & DATE** of the event? _____

Briefly describe what the event is about: _____

Who will be involved in this event? _____

Any special guests/performers? _____

What is the specific location of the event (please include school and room name/number or specific address if the event is off site)?

What makes this event unique or special? _____

What is the best time for photos? _____

Name and phone number of person(s) OTHER THAN YOURSELF, in charge of coordinating this event:

Any other pertinent information? _____

Electronic submissions appreciated: carol_crumlish@westiron.monroe.edu

**Please feel free to call the Office of Public Information at 336-3067
to inquire about the publicity plan for this event.**

Thanks for your cooperation!