



Request for Publicity of School News/Event

I am happy to help you get the word out to our many audiences (including the media) about news or events at your building. To that end, please enter the pertinent information about your news or event to make the process more simple for all of us.

Please fill this form out as completely as possible and return it to me at least **two weeks** prior to the event (if possible):

Marisa Vette, Director of Communications and Community Relations

marisa.vette@isd624.org

(v) 651-407-7695 (c) 651-387-9293 (f) 651-407-7566

Name of School:	
-----------------	--

Contact person(s):		and phone number(s):	
--------------------	--	----------------------	--

What is the event?	
--------------------	--

When is the event? (date & time)		Are there practice times beforehand (when)?	
-------------------------------------	--	--	--

Who is participating? (age of/how many students?)	
---	--

Why are you having this event?	
--------------------------------------	--

Is there anything unique or particularly visual about this event?	
---	--

OFFICE USE ONLY: Media releases for students?	
---	--

Thank you!