Announcement Sheet Request Form

Type of Announcement: _____Bulletin _____Video

Suggested Title: _____

Text: Please give all facts, i.e. Who, What, When, Where, Why, and How. Type or Print Clearly. Please provide short, specific information for all video announcements, as they must adhere to a two to three minute time frame.

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

Announcement Date(s) Desired: _____

Name: _____

Telephone #: _____

Date of Request: _____

Approved By: _____

Date: _____

Note: All requests for Announcements must be in the Administrative Office by _____.