

Are there students or staff at your school that deserve special recognition for something they accomplished either inside or outside of school? Has your school recently received an award? Are there exciting classroom projects taking place?

Bloomington Public School District 87

Communications Request

For Staff and Community Newsletters and Press Releases to outside media

Please fill out as much information as possible

Your Name: _____ Today's date: _____

School(s) involved: _____ Grade(s) involved _____

Number you can be reached at: _____ e-mail address: _____

Best way and time(s) to contact me: _____

Is this event free and/or open to the public? Yes No

Although press coverage of your event cannot be guaranteed, every attempt will be made to get the word out to the local media. If you would like your scheduled event to be considered for newspaper or television coverage, this form must be received **two weeks (7 days) in advance** in order to meet media deadlines. Otherwise, please return it **at least five working days before any scheduled event**.

Name of Event: _____

Participants: _____ Time: _____ Event date: _____

Location (if at school, Room #): _____ Address: _____

Contact Person/title (If different from above): _____

Telephone #: _____ e-mail address: _____

What makes this newsworthy? (Why would this information appeal to people outside of your school? Include interesting anecdotes if possible.)

_____ (Attach if necessary)

Please send this request to Linda Aschenbrener, Public Relations Coordinator/ESC.
You may also fax it to: 827-5717. If you have any questions, please call 827-6031 ext. 248,
or e-mail aschenbrenerl@district87.org