

# PR Request Form Gananda CSD

To properly assist you, please fill out the asterick fields (\*) in this form:

\*Requested by: \_\_\_\_\_ \*Today's date: \_\_\_\_\_

\*Phone #: \_\_\_\_\_ \*Email: \_\_\_\_\_

Sending a press release to local media

Posting your event / news in the district newsletter

Sending a voicemail / email via School Messenger

Requested send date: \_\_\_\_\_

Posting an event listing on the calendar on the district website

Posting a "news and events" blurb on the district homepage

Requested start date: \_\_\_\_\_

Posting a district event on the district's facebook page

Requested send date: \_\_\_\_\_

Photographing an event

Event Name/News Item: \_\_\_\_\_

Announcement / Press Release:

Sponsoring Organization: \_\_\_\_\_

Event Date(s): \_\_\_\_\_ Start time: \_\_\_\_\_

Location: \_\_\_\_\_ End time: \_\_\_\_\_

Deadline Date and Time (if applicable): \_\_\_\_\_

Target audiences (mark all that apply)

Students

Parents

Faculty / Staff

General Public

Admission: General \$\_\_\_\_ Students \$\_\_\_\_ Seniors \$\_\_\_\_ Other \$\_\_\_\_ (explain \_\_\_\_\_)

For more info: Phone # \_\_\_\_\_ Email \_\_\_\_\_

Save this form to your computer and email it to [sbergstresser@gananda.org](mailto:sbergstresser@gananda.org) with your event flyer/logo.