

Event/News/Announcement Information Sheet

To be included in (check all that apply):

Wednesday Weekly (WW) Website News/Announcements

Website Calendar (WEB) Internal School Calendar (SC)

E-mail Blast Date to Send: _____

Date event should be included in WW/on WEB/on SC: Start Date: _____ End Date: _____

Please note: All items for the Wednesday Weekly must be submitted the Monday prior to publication.

Event Name: _____

Event Date: _____

Event Start Time: _____ a.m. p.m.

Event End Time: _____ a.m. p.m.

Event Description: _____

Contact Person: _____

Contact Phone #: _____

Contact E-mail: _____

My phone # and e-mail address can be included in the Wednesday Weekly. YES NO

My phone # and e-mail address can be included on the website. YES NO

Notes: _____

Please Note: Space is limited . Editorial license may be used.
PLEASE RETURN TO ANNE BRANTMEYER IN THE FRONT OFFICE. THANK YOU!