

Alvarado ISD Request for Publicity

PUBLIC INFORMATION OFFICER

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KEY COMMUNICATORS

Lillian Elementary — TBA
Alvarado Elementary North — TBA
Alvarado Elementary South — TBA

Alvarado Intermediate School — TBA
Alvarado Junior High School — TBA
Alvarado High School — TBA

The Public Information Office cannot guarantee that the submitted information will be run in the local newspapers. Due to limited space, those requests submitted for district newsletters, both print and electronic, will also be evaluated along with other submissions. Pending verification of information and student/parental permissions, news releases and photos will be posted to the Alvarado ISD web site.

Your Name: _____ Campus/Department: _____

Who is participating: *(name of students, employees, etc.)*

What is happening:

Where is it happening: *(location, room #, etc.)* _____

When is it happening: *(please put date and time)* _____

Additional Comments:

Pictures: *(Please check one)*

Please come and take pictures

I will take pictures

No need for pictures

Complete this form and return it to your campus Key Communicator or send it to the Public Information Office.