Springfield Public Schools
COMMUNICATIONS OFFICE

PUBLICITY REQUEST FORM

DIRECTIONS: Please complete this form in order to request assistance publicizing your event or news story idea. The Communications Office will help share this information internally and externally, possibly including media outreach. Please send at least two weeks prior to events, if possible. **Questions?** ☎ 413-787-7575

Return completed forms via:	FAX	413-787-7171
	E-MAIL	**cavaana@sps.springfield.ma.us**

CONTACT PERSON

Name: _____

School / Office: _____

Title / Role: _____

Phone number(s): _____

E-Mail: _____

May we provide your contact information to reporters? ____ YES ____ NO

Please describe your EVENT or NEWS STORY IDEA – *honors, awards, innovations in education, milestones, success stories, etc.* Attach additional information and/or supporting materials, if available.

_____

_____

_____

_____

_____

If you are seeking publicity for an EVENT, please also provide the following:

Event name: _____

Event date(s): _____

Event start time: _____ End time: _____

Event address: _____

Ticket cost (if any): _____

Additional notes: _____

NOTE: The Communications Office will only release information about students whose parent/guardian has signed and returned to the school a media appearances agreement. ***Please confirm:***

____ **YES**, we have on file at the school a signed media release form for every student included in this request.