



News Flash Form 2019-20

Today's Date _____

School Name _____

Date of Event _____ Start Time _____ End Time _____

Name of Event _____

Location of Event _____

Group/Student/Staff recognized: _____

Number of participants involved: _____

Contact person name _____ Title _____

Phone number _____

Email address _____

“News Flash” *Event Description/Recognition/Accomplishment*

Please email tkelly@eacs.k12.in.us this form to Tamyra Kelly, Public Information Officer **one week prior to the event**. If this is a special recognition or accomplishment of student/staff please submit as soon as possible.

PLEASE DO NOT SEND THIS FORM DIRECTLY TO THE MEDIA!