



Request for Media Coverage **(Includes HPS Website, HPS Social Media & Press Releases)**

Thank you for helping the Public Information Office share our great news with the community!

Effective Nov. 21, 2011, all requests need to be completed in full by the person(s) making the request before submitting (emailing) to the school Communications Liaison (CL). The CL will secure principal approval; once cleared, the CL emails the request (w/attachments) to the PIO.

Photos must be in .jpg format, and less than 1 MB. Acceptable sizes range from 200-500 KB. Limit the number of photos to no more than six. All photos must be identified (full names, by rows and left to right). Photos including students must be approved (no parental denial forms).

Lead time: Preferably two weeks; but one week can sometimes work. There must be sufficient time to present the story ideas to media outlets, and post as appropriate for the district news.

Please fill out the following and submit to your Communications Liaison. If you have any questions, be sure to ask your school Communications Liaison.

Today's Date _____

(Please make every effort to submit requests with a TWO WEEK notice.)

Communications Liaison _____

School _____ **School Phone** _____

Email _____

HPS EMPLOYEE MAKING REQUEST: _____

Contact information / Email: _____ **Phone:** _____

Principal: _____ **Approved?** _____

WHO? _____

WHAT? _____

WHEN? _____

WHERE? _____

Additional summary: Why is this newsworthy? What is unique about this event? Provide as many details as possible. An additional summary page may also be attached and forwarded with your email to your school CL.