

Hedgcoxe PTA Publicity Form

Return this form to
Tracy Lake

Event Name _____

Chairman _____

Event Date _____

(this form must be turned in 1 week prior to your requested date unless noted below)

Tracy Lake's Approval

Ms. Graham's Approval

Check all that apply

Marquee
Dates to display
start: _____
stop: _____

List Text

Phone Tree
Date of call

List Message

Rally
Date of rally

List Specifics and Materials Needed

Assembly or Staff Mtg.
Date of assembly or meeting

Describe Presentation and time needed

Morning Ann.
Date to be broadcasted

List Message

- Newsletter** inserts can be sent directly to the newsletter editor and will be approved during the proofing process.
- Website** requests can be worked out with Brigitte, then sent to Ms. Graham and PTA President before posting.
- Teacher Email and Enews** requests should be sent to Ms. Graham. If approved, she will send to the staff directly.