

ANNOUNCEMENT REQUEST FORM

Announcements must be submitted to the Main Office **no later 8:45 a.m. in order for it to be run that day**, a day in advance is preferred. Announcements will not be taken by dictation over the phone. Announcements may be submitted to the office on this request in hard copy form. You may send announcements via email to tlovin@mvths.org but please call Tami at 5912 to verify that it has been received. Email announcements should include the same information requested below. Only cancellations and other unforeseen circumstances will be added to the announcements read by students during 3rd period. No exceptions will be made.

Today's Date: _____

Run Announcement on these Dates: _____

Announcement: _____

If your announcement will not fit in the space above, it is too long. Please re-word it.

Requested by: _____

Room _____

Phone Ext. # _____