

Date_____Teacher_____Class you teach_____

What is the event or request?_____

Is it on campus or off campus?_____

Where on campus?_____

Where off campus?_____

When is the event?_____

Who are the people involved in the event?_____

What are the specifics about the event?_____

What is the story?_____

When would you like it to be broadcast?_____

What are questions you would like the reporter to ask?(List below or attach document)

What kind of an introduction would you like from anchor?

Anything else?

