

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?

