



**COMMUNITY CONSOLIDATED SCHOOL DISTRICT 62
OFFICE OF COMMUNITY RELATIONS**

LEON SMAAGE ADMINISTRATION CENTER ● 777 ALGONQUIN ROAD
DES PLAINES, IL ● TEL: 847-824-1136 ● FAX: 847-824-0612
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Publicity Request Form

Note: *Publicity requests must be submitted at least 2 weeks in advance of the event. Documents that are web-ready and submitted via email can be posted to the "News" section with a one-week advance notice. Digital photos should be emailed for consideration. Late requests will be accommodated based on department priorities. If needed, please attach additional pages with information.*

Name and Type of Event: (Special program, featured speaker, school dedication, etc.)

Who: (List participants and/or sponsors.)

What: (Description of the events. Details of what is happening.)

Why: (Why event is being held, background information, and goals.)

When: (Days, dates, and times.)

Where: (Location to include address.)

Contact: (Details of who can be contacted for further information by the media and/or public. Include phone numbers, email addresses and/or websites.)

Why should the media cover this event? (List 2-3 points of interest for promotion; e.g. timelines, national or local focus. See What's News? information sheet.)

Request Submitted By:

Name _____ Title _____

School/Dept. _____ Daytime phone # _____

Email _____ Fax # _____

More Information Attached/Pictures Yes _____ No _____

Communication Method(s) (Check all that apply.)

____ News Tip ____ Media Release ____ Inside 62 ____ Community Newsletter ____ Website

____ Other:

Target Audience(s): ____ Staff ____ Parents ____ Community ____ Media

(Community Relations Office Only) Date Received: ____ Date Completed: ____