

# Do you have good news to share about your school?

If so, please let the Montgomery ISD Communications office know. Your information may be used in media releases, Campus News, on the District website and social media. Items about future events should be submitted at least one week in advance. Only items directly related to Montgomery ISD sponsored events and activities should be submitted. Please provide basic information below.

Email completed form and picture (jpeg) to [communications@misd.org](mailto:communications@misd.org).

**\*Required**

## **Who\***

Please identify full names, titles and grade levels of everyone involved.

Please provide a relevant quote from a significant participant in the event.

## **What\***

List recognition earned or unique feature. Please explain what happened, the name and type of club or organization, what was celebrated, and title of the event. Spell out names, no acronyms please.

## **When/Where\***

Date, time and location of event. Please submit one week beforehand to receive advance coverage.

## **Why\***

Please explain the reason for the event, providing as much detail as possible.

**How\***

Explain the effect your event had or will have on the school, students and or the community. Why is this event newsworthy?

**Contact Information**

Provide your contact information in case we need further information.

**Your Name\***

First and last

**Organization\***

Your organization, school or department

**Email Address\*****Phone**