

TO: Studio Club/Ms. Griffin

WCE Morning Announcement - REQUEST

Today's Date: _____

Day(s) & Date(s) to air announcement:

Methods of Delivery:

1. Bring to the front office *no later than* 7:30 am the day prior to airing.
2. Email your request (with subject line "ANNOUNCEMENT REQUEST") to griffic2@ccsd15.net *no later than* 7:00 am the day prior to airing.

FROM:

Club/Committee: _____

Contact Name: _____

Contact Phone or email: _____

Text/Message *(Printed for students to read, in language young children understand):*

Graphic: *(image/video to air with the announcement)*

no graphic

graphic is attached to this announcement

graphic emailed separately (*no later than* 10:30am the day prior to airing)