

Announcement Form

To request a P.A. announcement, please follow this procedure:

- 1) Complete this form legibly and in its entirety.
- 2) Adult sponsors review and initial student requested announcements.
- 3) Place the completed form in the **yellow** folder outside Ms. Kouassi's office.
 - * *Morning announcements should be in the yellow folder **no later than 8 am.***
 - * *Afternoon announcements should be in the yellow folder **no later than 3 pm.***
 - * **Un-initialed announcements will not be read.**
 - * **Tip:** Be creative!!! If an announcement must run both AM and PM please submit variations so listeners won't tune out!!!

Person requesting announcement: _____

Club/Organization: _____

Date(s) to read this announcement: _____ **AM** or **PM** (*circle one*)

Announcement to be read:

Initials of Sponsor (as needed): _____

Approved: _____

Date: _____