



Northridge Local Schools Publicity Request Form

Information will be submitted to print and broadcast media and may be used in publications and materials produced by the district.

Your Name: _____

Building: _____

Position: _____

Email: _____

Please provide a detailed descriptive paragraph of the accomplishment or event for which you would like publicity. Remember to include the five “W’s” – who, what, when, where, and why. Please attach any other pertinent background information that would be helpful in explaining this story. Remember to verify the spelling of names included on this form. Submit this request to Donna Kincaid by e-mailing her at dkincaid@laca.org, or via inner office mail to the District Office. For Questions Call 740-967-6631. Notification of upcoming events is requested at least **TWO WEEKS PRIOR** to the date of the activity.

I have verified that each student listed or photographed for this story has a publicity consent form signed and on file. I have also secured my principal’s or supervisor’s approval to submit this publicity request form. Furthermore, I understand that Northridge Local Schools neither has control over stories that are selected by the media for publication, nor how a story is edited should it be covered by the media.

Signature

Date

Building Principal’s Signature

Date