



## Request for Media Coverage

**Copy As Often  
as Needed!**

Today's Date: \_\_\_\_\_

Date and Time of Event: \_\_\_\_\_

School and Event Contact Person (include phone number and email address):

\_\_\_\_\_

Location of Event or Activity (school, department, room number):

\_\_\_\_\_

Description of Event/Activity:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Check all that apply (events/activities must be newsworthy):

- I am requesting news media coverage (story, photo, submission to local/regional media. Inclusion by media cannot be guaranteed.)
- I am requesting photography
- I am requesting coverage for campus website only

**DON'T FORGET:**

- Information must be received at least TWO weeks before scheduled event/activity
- Sending your own photos or artwork? Email image as an attachment in .jpg or tiff format
- Submit all information digitally as a Word or text document via email, fax, or pony
- Spell out acronyms

NOTE: Priority must be given to news and events at the district level. Campus, staff, student news and events will be covered in order of receipt and placed on the campus website and may be eligible for consideration on the district home page.

**Send by fax or pony to:**  
**Lisa Winters**  
**[lisa.winters@kerrvilleisd.net](mailto:lisa.winters@kerrvilleisd.net)**  
**Phone: 830-257-2200, ext. 233**  
**Fax: 830-257-2249**