***School News Fact Sheet (SNFS)***

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| --- | --- |
| School:  | **EVENT DATE:** |
|  |  |
| Location (auditorium, room number, etc.):  | Time: (from) (to)  |
|   |  |
| Contact for Event: | Contact’s Telephone Number: |
|  |  |
|  | Contact’s Email Address: |

|  |
| --- |
| **Video Coverage Requested (i.e., YPS-WDMC-TV, television media, etc.) Yes No****Media Coverage Requested (i.e., District publications, website, newspapers, etc.) Yes Yes No** |
|  |

**WHO ● WHAT ● WHEN ● WHERE ● WHY● HOW**

**Please *email* completed form to:** **PressReleases@yonkerspublicschools.org**

**Event title:**

**Name and title of staff involved (Please provide first/last name and title):**

**Name and grade level of students involved:**

**Description of event/person/subject of interest:**

**What message do you hope to convey through coverage?**