

REQUEST FOR NEWS RELEASE

*Please fax to (310) 645-6147
or email information to malemanink@aol.com*

☐ Student Profile ☐ Event Announcement ☐ Award/Grant ☐ Feature Story

☐ Other: _____

Contact Person: _____ Phone: _____ ext. _____

Campus/school/program _____

Who or what should the news release be about: _____

Why would this be a newsworthy story: _____

When/where will this event take place: _____

Who should receive this news release: ☐ L.A. Times ☐ Culver City newspapers

☐ Radio Stations ☐ Television Stations ☐ Parents via email

What other information would you like included in the news release (ie., volunteers involved, company sponsorship, biographical information on students/teachers, etc.): _____

This request will be reviewed by the Superintendent's Office, and you will be contacted for additional input if necessary. Thank you for helping spread the positive messages of our District.