



NEWS TIP

Use this form to submit information about your school or department events for publicity purposes. Return it to the BISD PR and Community Engagement Office via e-mail to Jason Moody at jemoody@bisd.us and Erica Gonzales at esgonzales@bisd.us. For more information, call (956) 548-8000.

This information is submitted for:

- BISD Website
- Social Media
- KBSD TV (Cable Channel 1301)
- Local Television Channels
- The Brownsville Herald

WHO: Name(s) of student(s) and /or staff member(s) involved (Identify individuals in pictures from left to right, by rows.) _____

WHAT: Describe the event/activity, etc., you wish to publicize or share information about. Include awards/recognition received and the complete name of the event. Please attach any additional information. _____

WHEN: Date of event: _____ Time of event: _____

WHERE: Location of event _____

ADDITIONAL INFORMATION: _____

PHONE: (Number that public can call for more information.) _____

Submitted by: _____ **Date:** _____

School/Department: _____ **Phone:** _____

Please Read Carefully: The BISD Public Information Office cannot guarantee a story or photograph will be printed or broadcast. However, the chance of coverage greatly increases if this information is received at least one week in advance.