



THE SCHOOL DISTRICT OF WAKULLA COUNTY, FLORIDA
HUMAN RESOURCES DEPARTMENT
NEWS RELEASE INFORMATION REQUEST

This form is intended to assist schools, departments, students, teachers, volunteers, and others to submit information for news coverage of newsworthy people, events, activities, accomplishments, etc.

E-mail is preferred: karen.wells@wcsb.us, otherwise you may fax to 850.926.0123 or mail to the School District of Wakulla County, Human Resources Department, P.O. Box 100, Crawfordville, FL 32327.

Name and Title of Person Submitting Information	School/Department/Area	Contact Telephone

What? (name of activity)

When? (day, date and time)

Where? (location name and address)

Who? (names of individuals involved in activity)

Why? (detailed description of activity/event – note that all information may not be used; but include it all)

Additional information