



## 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](mailto:jemoody@bisd.us) and Manuel Gamez at [mgamez2@bisd.us](mailto:mgamez2@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.*