



## **BISD NEWS TIP**

Use this form to submit information about your school or department for publicity purposes. Send to Drue Brown, Public Information Office, Suite 101, BISD Administration Building, 1900 Price Road, (956) 548-8000, Fax numbers (956) 548-8010 or (956) 574-6497.

This information is submitted for:

- Local Television Channels
- Education Extra  
*(The Brownsville Herald)*
- KBSD TV (Cable Channel 17)

WHO: Name(s) of students and/or staff member(s) involved \_\_\_\_\_

School/Department \_\_\_\_\_ Grade \_\_\_\_\_

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 \_\_\_\_\_

*(Telephone number that public can call for more information)*

Submitted by \_\_\_\_\_ Date \_\_\_\_\_

School/Department \_\_\_\_\_ Phone \_\_\_\_\_

***Only original photos or high resolution images on photo paper will be accepted. Please ID individuals from left to right, by rows. Draw a diagram indicating the location of each person if the arrangement is unusual. Send one photo per media entity. Photos will not be returned.***

**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.

Revised 8/23/06