



BISD NEWS TIP

Use this form to submit information about your school or department events for publicity purposes. Return it to the BISD Public Information Office, Suite 101, BISD Administration Building, 1900 Price Road, (956)548-8000, Fax (956)548-8010 or (956)574-6497. Email photos to dbrown@bisd.us. Identify individuals from left to right, by rows.

This information is submitted for:

_____ Local Television Channels

_____ The Brownsville Herald

_____ KBSD TV (Cable Channel 17)

_____ BISD Website

WHO: Name(s) of student(s) 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 _____

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 9/2/11