

School Announcement

When complete, please distribute copies to Mr. Alikakos (for permits), Mr. MacDonald (for online sharing), and the main office announcements folder.

Dates to be shared: ____/____/____ to ____/____/____

Text of announcement to be read as written: “ _____

_____”

Event name: _____

Date: _____ Time: _____

Location: _____

Group: _____

Teacher in charge: _____

I would like this information shared via *(check all that apply)*:

- | | |
|---|--|
| <input type="checkbox"/> 3 rd period announcements | <input type="checkbox"/> Hallway TVs |
| <input type="checkbox"/> School website (queenstechhs.org) | <input type="checkbox"/> Instagram (instagram.com/queenstechhs) |
| <input type="checkbox"/> Facebook (facebook.com/queenstechhs) | <input type="checkbox"/> Twitter (twitter.com/queenstechhs) |

Requested by: _____ Date: _____