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# Story information form

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There are wonderful things happening throughout the Port Byron Central School District, and we want to spread the word.

To streamline the process of getting news onto the district website and out to the media, please use this form to request coverage from the district Communications Office or submit information for a story on the district website or a press release. Just fill out the form, save it and return it as an email attachment to **ckulle@cnyric.org**.

Whenever possible, please submit requests for coverage at least two weeks in advance.

*Contact person's name* \_\_\_\_\_

*Daytime phone and email* \_\_\_\_\_

*Best time to be contacted* \_\_\_\_\_

*Did you get approval from your principal to request publicity?*

Yes

No

*Date and time of event* \_\_\_\_\_

*Event location* \_\_\_\_\_

*Purpose of event* \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

*What are you hoping students learn from this?*

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

*Please provide a quote for attribution, along with the title of the individual being quoted and his/her first and last name:*

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*Are you providing a photograph? (email to [kjarosz@pbcschools.org](mailto:kjarosz@pbcschools.org))*

Yes

No

*If student(s) are included in the photograph, do we have permission to publish their photo(s)?*

Yes

No

*Are you requesting event coverage from district communications staff?*

Yes

No

*Would you like the media invited (if the event or activity has yet to occur?)*

Yes

No

**Thank you for your submission!**  
**You will be contacted if additional information is needed.**