

# Publicity Request Form

**Email pre-K-8 information to:** Charlie Swift, Confidential Administrative Assistant -Communications,  
c\_swift@chuh.org

**Email 9-12 information to:** Charlie Swift, Confidential Administrative Assistant -Communications,  
c\_swift@chuh.org

*Complete this form and email to the appropriate person listed above.*

Name of Program, Activity, Event, or Recognition:

Name of Contact Person:

Phone:

- Who is/was involved? Students, group, class, teachers, etc.?
- What will/did the students/teachers/group/class, etc. do?
- How is this activity connected to classroom instruction, and/or the schools/district in general?
- When (date and time) is/was the activity/event?
- Where did the event take place?
- What is special/notable about the activity/event?

**PHOTOS:** If you have a photo(s), please provide a short description of what's happening in the photo (if not included in above info). This could include: location, dates, and names. Please make sure a signed media release is on file for each student pictured.

- The photo can be any size, but larger is better
- The photo can be vertical or horizontal
- Photo must not be blurry, hazy, too dark or overexposed (too light)