

**WEST CALDWELL
REQUEST FOR ANNOUNCEMENT/CALENDAR**



This form must be completed and signed by the teacher/sponsor for the announcement to be made or posted as an event on the calendar.

All announcements must be emailed or a hard copy given to Denise Smith, Media Center Assistant by 8:30 a.m.

Teacher/Sponsor Signature: _____

Please check one or both of the following:

Announcement *and/or* **Calendar**

For Announcements indicate the Beginning Date _____ and Ending Date _____

Enter Announcement/Calendar Information in the space provided:

Please email or give a hard copy of this form to Denise Smith (desmith@caa.k12.nc.us) and Larry Houk (Assistant Principal) (lhok@caa.k12.nc.us).