



GOOD THINGS HAPPENING IN REED CITY AREA PUBLIC SCHOOLS

DIRECTIONS: Please complete this form and return (via Email or hard copy) to your building supervisor or administrator.

Date: _____

Name: _____

Building: _____

Description of Event/Activity: _____

Event/Activity Specifics –

Date: _____

Time: _____

Location: _____

Number of Students Involved: _____

Has Media Been Contacted?: YES NO

If YES: Newspaper Radio Television
(Check those that apply)

Would You be Willing to Present an Article for Publication for this Event? YES NO
(If yes, please forward the article via Email to the superintendent or his secretary when completed.)

Note: This form may be completed in Word by tabbing and completing each item or you may print the form and complete it manually.