



## PUBLICITY

Contact: \_\_\_\_\_

Date of Event: \_\_\_\_\_ Time: \_\_\_\_\_

Location: \_\_\_\_\_

Committee: \_\_\_\_\_

Contact Chairperson and Phone: \_\_\_\_\_

Photos Taken Only: Yes or No

Article Written By Committee: Yes or No

Article Written By Publicity Committee: Yes or No

If yes, please give particulars of the event:

All articles must be approved for publication by the PTA President and Mrs. Becker/Mrs. Harris

Please be advised that there may be families in Birch Lane who request no photos of their child be published. If as a committee you are submitting articles and photos for publication in any format, please discuss with Publicity Chairman, so that privacy issues will be maintained for those who have requested such.