



North Dade Middle School Morning Announcement Request Form

All requests must be received 48 hours prior to the announcement's start date and are subject to administrative review. Announcements must be approved by the Activity Director.

If you would like your announcement to appear on any other different medium, i.e. Twitter or the school website, please contact Ray Parris at rparris@northdademiddleschool.com

Name: _____

Start Date: _____
(Enter the date you want your announcement to start)

End Date: _____
(Enter the date you want your announcement to end)

Announcement:

Please keep announcements clear and concise. Make sure to include all essential information (**i.e. What is the event/deadline, when is it, where is it, target audience etc.**)

Name: _____ Email: _____

Signature: _____ Date: ____ / ____ / ____

Approved by Activity Director: _____

Please email (rparris@northdademiddleschool.com) your announcement once approved by Activity Staff Member