



# MEDIA COVERAGE REQUEST

Hattie Mae White Educational Support Center • 4400 W. 18th St., Houston, Texas 77092

School: \_\_\_\_\_ Area: \_\_\_\_\_ Principal: \_\_\_\_\_

Name of event: \_\_\_\_\_ Date of event: \_\_\_\_\_

Time of event: \_\_\_\_\_ A.M./P.M. TO \_\_\_\_\_ A.M./P.M.

School address: \_\_\_\_\_ Location of event: \_\_\_\_\_

Contact persons: \_\_\_\_\_ Phone: \_\_\_\_\_

\_\_\_\_\_ Phone: \_\_\_\_\_

Description of event: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Visuals to be used: \_\_\_\_\_

Audio or special effects to be used: \_\_\_\_\_

Special guests who *will* attend: \_\_\_\_\_

Additional information that might be helpful in promoting this event: \_\_\_\_\_

\_\_\_\_\_

Name of person preparing this request: \_\_\_\_\_

Approved by the principal (his or her signature): \_\_\_\_\_

**This request must be received in the Press Office 10 days prior to event**

**Please send this form to the HISD Press Office • Route 10 or Fax to: 713-556-6396  
For additional information, call 713-556-6393.**