

# DAILY BULLETIN REQUEST

[www.shs.issaquah.wednet.edu](http://www.shs.issaquah.wednet.edu)

Prepared by: \_\_\_\_\_ Dates to be printed: \_\_\_\_\_  
(Maximum of three (3) days)

First period location: \_\_\_\_\_ Phone Contact: \_\_\_\_\_

Sponsoring Organization: \_\_\_\_\_

Email address: \_\_\_\_\_

.....

**Text of Message:** (print clearly)  
(HINTS: Who is interested in the event, what the event is, what is the cost, if any, the time & the location: ie...room numbers, theatre, etc.)

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Advisor/Admin signature: \_\_\_\_\_ Today's Date: \_\_\_\_\_

**Bulletin announcements must be turned in by 9:45 am the preceding morning. If you would like it in the news bulletin, it is at the discretion of the Activity Director and TV Production whether or not it is included in the broadcast.**

Return to: Michele Donah – Receptionist  
[donahm@issaquah.wednet.edu](mailto:donahm@issaquah.wednet.edu)  
(425) 837-7709

**\*\*\*NOTE\*\*\* If you are needing to use the facility of Skyline High School, please make sure that you contact Michele Donah to see if the facility is available.**