

Form must be emailed to Ms. Matsu by the CVHS sponsor. Form must be received at least 24 hours in advance of requested announcement date.

Carnegie Vanguard Morning PA Announcement Request

Dates to be announced (beginning and end dates – maximum 1 week duration):

From (Club / Organization / Teacher / Staff):

ANNOUNCEMENT:

**** Include specific room NUMBER of meeting (in addition to teacher names)**

**** Include specific dates (in addition to days of the week)**

Don't forget to post to the CVHS padlet! That is the club's responsibility!

<https://padlet.com/mmatsu/CVHSnews>

Slides to be displayed on TV screens must be emailed to Mr. Ceja at
JCEJALAR@houstonisd.org