

## Morning Video Announcements

Clubs or organizations who have an event to advertise may submit a video announcement through their sponsor using the following guidelines:

1. The announcement must advertise a school related event/activity.
  2. The announcement must be 30 seconds or less. Announcements longer than 30 seconds will be accepted but run a greater risk of being cut.
  3. The announcement must be submitted at least 48 hours in advance of the need to run.
  4. The announcement must be approved by the activity sponsor and submitted to the announcements folder by the sponsor.
  5. Students may use the form below or email their sponsor with announcement requests. [Use this database to find your sponsor's contact information.](#)
  6. \*Faculty and staff will find instructions on [how to post announcements here.](#)
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School Organization/Activity \_\_\_\_\_

Event \_\_\_\_\_

Dates to be run \_\_\_\_\_

Faculty Advisor Name (printed) \_\_\_\_\_

Faculty Advisor Signature \_\_\_\_\_