



MASON CITY SCHOOLS PUBLICITY CHECKLIST

Who:

School/Group/Student(s):

Grade Level/Term:

Contact Person:

Phone Number:

Email:

What:

Activity/Event/News:

Is there a photograph available for this activity/event?

If yes, what are the name(s)/grade(s) of the student(s) in the photo?***

When:

Date of activity/event:

Time of activity/event:

Where:

Location of activity/event:

Why:

Significance of activity or event:

Please complete and SUBMIT form or PRINT and send to:

Public Information Office
Mason City Schools
211 N. East Street
Mason, Ohio 45040

Questions? Call Tracey Carson at 513.398.0474 ext. 20144

***Mason City Schools will not release photos of students whose parents or guardians have requested their child's photo not be published. The Mason City Schools Public Information Office is responsible for checking "Do Not Publish" compliance.