

Morning Announcement - Requests by Students

**Complete requests online electronically
and hand-deliver to the main office before 11:00 a.m.
for the morning announcement on the following day**

A maximum of 3 days for each request

Requests must be signed by a Wootton Supervising Staff/Sponsor

Name of Student _____ Grade _____

Name of Wootton Supervising Staff/Sponsor _____

Start Date _____ End Date _____

Location of Event, if applicable (must match school calendar): _____

Description of Announcement (be short and to the point, no attachments of any kind, no telephone number, no e-mail address, no website address, etc.)

Signature of Wootton Staff/Sponsor

Date