



Public Information Event Scheduling Request Form

Name of contact person: _____

School/Department: _____

Phone Number: _____

What is happening? _____

When (date & time of event): _____

Where (location or room #): _____

Detailed information about the event (who is involved, why is it happening, and how is the event to be organized/carried out): _____

Please return to the Public Information Office.

We need one to two weeks notice in order to keep district administrators, board members, and the media informed of upcoming events.

Phone: 580-6025 Fax: 580-8896 E-mail: news@lajoyaisd.net