



## News Tips

### Contact:

Name: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

Best time to reach you: \_\_\_\_\_

### What: (complete description of event)

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### This idea is unique, interesting or visual because:

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### Where:

Name of school: \_\_\_\_\_

Address: \_\_\_\_\_

Name of teacher if different than contact: \_\_\_\_\_

### When:

Date/day of week: \_\_\_\_\_ Time of day : \_\_\_\_\_

*Please send to the GBEA through inter-school mail. Submissions should be 2 weeks in advance of actual event.*