

Miami Arts Studio

Dr. Miguel A. Balsera, Principal, Ms. Ana Diaz, Assistant Principal, & Ms. Patricia Fleri, Assistant Principal

REQUEST FOR MORNING/AFTERNOON ANNOUNCEMENT

TO: Mr. Alexander Rodriguez, Ms. Rebecca DeArmas, Mr. Alejandro Gonzalez- Broadcasting Department

RUN DATES: _____, 20__ through _____, 20__

FROM: _____

APPROVAL: Dr. Miguel A. Balsera, Principal _____

INITIALS

OR

Ms. Ana Diaz, Ms. Patricia Fleri _____

INITIALS

ANNOUNCEMENT:

Don't forget to include the time, place, date, and pick up time for your club meeting (if applicable). Please be sure to turn in your announcement at least 3 days before they need to air. If you would like to have a commercial made, it needs to be turned at least one week prior to air date. If announcement deadlines are not met, the announcement will not air. Thank you.

*All administration-approved forms will go in the red folder in Mr. Alexander Rodriguez's mailbox.