



REQUEST FOR MEDIA COVERAGE FORM

Please fill out the following form if you would like to request that the La Joya ISD Public Relations team cover your event.

In order to ensure that the media group has time to prioritize and coordinate coverage for your event, please submit this form at least 7 days in advance of the event. The media group may not be able to cover every event to the extent you desire. If they cannot, they will send an email explaining the reason(s). Thank you!

CONTACT INFORMATION

Your Name: _____ Email: _____
Contact Phone Number: _____
School/Organization: _____

EVENT DETAILS

Event Name: _____
Date of Event: _____
Start Time: _____ End Time: _____
Location: _____

DESCRIPTION OF EVENT

AUDIENCE

open to public private other

Submit completed form to:
l.salgado@lajoyaisd.net