

Marion School District

Media Request Form

Lynn Lampkin, Director of Communications

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870-739-5100 Ext: 145

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Please use this form to request media coverage of a campus event or to pitch a story idea. Forward the document to our Director of Communications 72 hours prior to the event. Coverage is not guaranteed.

WHERE: This section should include the school name, contact information of the person hosting, and a brief overview of the event.

WHEN: This section should include the date and time of the event.

WHAT: This section should describe the event, including what will take place and why the event is important. Be sure to include any important background information.

WHO: This section should include details about who is hosting the event, those involved, and any newsworthy individual.