**PARTNERSHIP NEWS RELEASE WORKSHEET**

**Please Complete and Return to Community & Strategic Partnerships**

**Person Requesting Release**:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Dept**:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Phone Number**:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Deadline**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Visuals:** What is going to happen with this partnership that would attract news photographers? What action, activity is going to occur that would provide a good visual? If an activity or an event has already occurred, what kind of photos can you provide?

**What**: Tell us about your partnership. What does the partner provide? How do students benefit? What will the school do to thank the partner? What important facts do you want people to understand about it?

**How:** Explain how this partnership began. Whose idea was this? How did the partnership come together?

**Where:** Please provide the exact address of where this partnership will take place – on campus, partner’s business location, etc.

**When:** Please provide the day, date and time for this event, if it has not already happened. If an event has already occurred, provide date and time.

**Who:** If there is a special event, who will attend (or who did already attend)? Will students attend the event? If so, what will they do?

**Why:** Why is this partnership important? If you held an event or will hold an event, why are you having it? Why should someone care about this partnership or event?

**How:** How does this partnership relate to the District mission of “preparing ALL students for success in college, career, and community leadership?”

Does it in any way touch on our 100X25FWTX goal of ensuring 100% of third-graders reading on grade level or above by the 2025?

**Contact:** If you are having an event, are there any special instructions such as pre-registration? Please provide a name and phone number which will be included in the release for people to call for more information.

**Quote:** Please provide a quote from the appropriate principal/teacher/department leader/supervisor as to the importance, goal and purpose of this event.