

Miami Northwestern Senior High School



~~ P.A. ANNOUNCEMENT ~~

A.M. **Begin Date** _____

P.M. **End Date** _____

1. All **school announcements should be of concern to the entire student body**. If an announcement pertains to a select group, it should be submitted to the Activities Director for approval and then **POSTED**.
2. All school announcements should be submitted to the Activities Director no later than 8:00 a.m. daily. Announcements that are submitted after that time will be aired the next school day.
3. All announcements should be **limited to 45-60 seconds** and will be repeated no more than **three consecutive days**.
4. Club meetings or practices **WILL NOT** be announced after the last school day in September; however, **cancellation of meetings or practices** will be announced at any time.

TYPE OR PRINT IN THE SPACE BELOW; DO NOT WRITE ON THE BACK OF THIS SHEET.

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Approved by Advisor/Sponsor of Event

Approved By Activities Director