ANNOUNCEMENT FORM

This form must be turned in at least two weeks BEFORE announced event.

Please place this form in the MMT mailbox.

Please write announcement details here: date, time, 50-75 word description

Running Dates_____

Lead TRIO_____

Signature **Phone #** **Email** **Date**

Coordinator_____

Signature **Date**

Executive Staff_____ **___Approved ___Not Approved**

Signature

Revised December 2010