



BOOKER T. WASHINGTON 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 Student Activities Office for approval and then **POSTED**.
2. All school announcements should be turned in to the Student Activities Office no later than **7:45 a.m. each day**. Announcements that are turned in 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 two consecutive days**; anything longer should be posted.
4. Club meetings or practices **WILL NOT** be announced after the last school day in October; however, cancellation of meetings or practices will be announced at any time.

(TYPE OR PRINT)

WRITE ON THE LINES PROVIDED; DO NOT WRITE ON THE BACK.

Signature of Advisor _____ Date _____

Signature of Activities Director _____ Date _____