MORNING/AFTERNOON ANNOUNCEMENT FORM

|  |  |
| --- | --- |
| **Name of Dept./Organization/Club** |  |
| **Date announcement is to begin** |  |
| **Date announcement is to expire** |  |
| **Name of Person Requesting Announcement** |  |

**Write or type your announcement below:** *(Note* : *If this is not enough space for your announcement, you may staple another sheet to this page and submit both pages to Mrs. Baily*)