



SERVITE HIGH SCHOOL

Advancement Office - Website Work Order

Please complete the following information and email the completed form to Jamie Carter, Director of Communications, at jlcarter@servitehs.org or Rob Almand, Communications Manager, at ralmand@servitehs.org for proofing and posting on the SERVITE website. For short stories or informational releases please complete as much of this form as possible.

Date you would like this news article to be posted:	
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Contact Information:	
Full Name:	
Position:	
Phone Number:	
Email:	

Audience:	Students Parents Alumni
Title for Article:	

Summary:	
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Lead Paragraph: Who, what, when, where, why and how. This paragraph should summarize the news article. The following paragraphs are used to provide the detail.

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The Body: Please provide further details, in depth analysis or quotes from participants in this paragraph.

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Closing Paragraph: Repeat the critical contact information, including the name of the person, his or her phone number and/or email address.

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Images, pictures, graphics and downloadable documents: We strongly encourage you to submit images, pictures, graphics and/or downloadable documents to go along with your news article. All submissions must be submitted electronically.

Choose at least one category you would like the news article to appear in:

<input type="checkbox"/>	General News	<input type="checkbox"/>	Golf News
<input type="checkbox"/>	Athletic News	<input type="checkbox"/>	Soccer News
<input type="checkbox"/>	Alumni News	<input type="checkbox"/>	Water Polo News
<input type="checkbox"/>	Admissions News	<input type="checkbox"/>	Servite International News
<input type="checkbox"/>	Tri-School Theatre News	<input type="checkbox"/>	Wrestling News
<input type="checkbox"/>	Baseball News	<input type="checkbox"/>	Track News
<input type="checkbox"/>	Basketball News	<input type="checkbox"/>	Lacrosse News
<input type="checkbox"/>	Cross-Country News	<input type="checkbox"/>	Tennis News
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