



# SERVITE HIGH SCHOOL

## Communications Department - Website Work Order

To submit a request to post news item, calendar event or web page to the Servite website, please download this form to your computer, provide the details and send the completed form to Jamie L. Carter, Director of Communications, at [jlcarter@servitehs.org](mailto:jlcarter@servitehs.org) or Rob Almand, Communications Manager, at [ralmand@servitehs.org](mailto:ralmand@servitehs.org) for proofing and posting on the SERVITE website. Please provide as much of the requested information as possible.

<b>Date you would like this news item posted:</b>	
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Contact Information	
<b>Full Name:</b>	
<b>Position:</b>	
<b>Phone Number:</b>	
<b>Email:</b>	

<b>Audience:</b>	Students Parents Alumni
<b>Article or Event Title:</b>	

<b>Summary:</b>	
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<b>Events:</b> If the requested post is announcing an upcoming Servite event, we ask that you provide the following information. If the event is a fundraiser, please be sure to include which Servite group will benefit from the proceeds (i.e. This event will raise money for the Servite Scholarship Fund.)	
<b>Name of the Event:</b>	
<b>Date:</b>	
<b>Hosted by:</b>	
<b>Time:</b>	
<b>Location:</b>	
<b>Who is Invited to this Event:</b>	
<b>Cost:</b>	
<b>Purpose of the event:</b>	

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

General News	Alumni News
Athletic News	Admissions News

**Lead Paragraph:** This paragraph should summarize the news article or the reason/purpose of an event. The following section (The Body) is used to provide the detail.

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

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**Corrections:** If there is a correction or additional information you would like added to a post, please provide the information below.

<b>Title of the Current Post:</b>	
<b>Addition to the Post:</b>	
<b>Correction to the Post:</b>	

**Images, pictures, graphics and downloadable documents:**

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