

How to send an announcement to the TV Studio

To help the kids (and myself) in the TV Studio read your announcements correctly and on the correct date(s), Please follow the directions below....thanks!!
Karen

Directions to send an announcement to the TV Studio

1) Attach a Word document to your email and send it by:

- Morning announcements - 7:20
- Afternoon announcements - 2:00
- Or a few days before, anytime

2) Address fsetvstudio@avongrove.org

3) In the Subject Line, type "**Announcement**" Studio emails get mixed with all my other emails in my mail box, this helps me pick them out so I don't miss them.

4) The Word document needs to include:

- The date(s) it will run - example - 8/28-8/29 a.m. & p.m., 8/30 a.m. only **or** 8/28 a.m.
- The announcement - minimum of 16 pt. font (so the kids can read it)
- An example is below

Monday (8/28) am & pm, Tuesday (8/29) am only

Monday

Attention all students interested in playing on the Field Hockey team. There will be a meeting tomorrow last period in the Girls' Gym. Once again there will be a meeting for all students interested in playing on the Field Hockey team tomorrow last period in the Girls Gym.

Tuesday

Attention all students interested in playing on the Field Hockey team. There will be a meeting today last period in the Girls' Gym. Once again there will be a meeting for all students interested in playing on the Field Hockey team today last period in the Girls Gym.