



2100 Panther Path
Point Pleasant, NJ 08742
Phone (732) 701-1900
Fax (323) 555-0191

Dear PPS Friend,

Thank you for your interest in having the Point Pleasant Schools Community Relations Department cover your PPS event on the district website or in *The Panther Press* publication. Please fill out the form below and submit it to Public Information Officer Jacquie Goss at the above address, via email at jgoss@pointpleasant.k12.nj.us or by dropping this request off to the Board of Education office.

Please ensure that all information is filled out completely and accurately. Your request should be processed within 1 week of receipt. If you would like to follow up on your request, please do so by calling Jacquie Goss at 732-701-1900, ext. 2425.

Thank you,

Jacquie Goss

Request for Event Coverage

Organization or person(s) holding event: _____

<i>Date</i>		<i>Time</i>	
<i>Location</i>			
<i>Cost</i>			
<i>Contact Number</i>			
<i>Notes</i>			

Please return this form to Public Information Officer Jacquie Goss at the above address or by emailing this form to jgoss@pointpleasant.k12.nj.us. Please note that while the Point Pleasant Schools Community Relations Department would like to cover all events regarding our schools, not all requests can be fulfilled.

To further ensure coverage; please submit your request at least 1-2 weeks prior to event date.