

The Communicator

REQUEST FOR COVERAGE

2013-14

The Communicator staff works one month ahead to produce its student publication.

Deadlines for coverage requests should be made with this in mind.

Month of Publication	Deadline for Request Submission	Writer/Reporter/Photographer Deadline
SEPTEMBER 2013	AUG 1	AUGUST 18
OCTOBER 2013	SEPT 1	SEPTEMBER 16
NOVEMBER 2013	OCT 1	OCTOBER 16
DECEMBER 2013 / JANUARY 2014	NOV 1	NOVEMBER 15
FEBRUARY 2014	JAN 12	JANUARY 16
MARCH 2014	FEB 1	FEBRUARY 17
APRIL 2014	MAR 1	MARCH 17
*MAY 2014	APRIL 1	APRIL 18
	MAY 1	
SEPTEMBER 2014	AUG 1	AUGUST 20

*May is the last issue of the 2013-14 school years

SUBMIT

- *Are you seeking a "PREVIEW" story or "DAY OF" coverage of an event?
- *A CONTACT – Providing the contact name, phone number & email; this is the person a reporter can contact for additional information. This is the person who can facilitate setting up interview(s) and photo opportunities.
- *What the event or story focus is:
- *When (date, time, etc):
- *Where it will be:
- *Who should attend & maybe what attendees can expect to see or experience:

FOR EXAMPLE:

If you are seeking to preview/promote an event in November's issue of The Communicator, THEN the deadline for submitting a request would be October 1st.

OR

If you are seeking "DAY OF" coverage of an event in February, then you would submit your request by January 12th.

SUBMISSIONS:

Email:
Communicator.editor@gmail.com

Interoffice mail to:
The Communicator, Assignment Desk, HPF 115
423-697-2536