



Date: \_\_\_\_\_

TO: \_\_\_\_\_  
Name of Press Agency. Please also provide name of Press Agency Representative if known

PRESS RELEASE       **INVITATION TO COVER**       PER YOUR REQUEST  
 FOR IMMEDIATE RELEASE      or       DATE TO BE RELEASED: \_\_\_\_\_

EVENT:      2008 AVUHSD EMPLOYEE RECOGNITION CEREMONY  
Title of Event/Subject of Press Release

Brief Description: \_\_\_\_\_  
Attach supplemental pages as needed

*Antelope Valley Union High School District proudly recognizes faculty and staff for:  
Years of Service -10,15, 20, 25, 30 and 35 year recipients.  
Special Service Awards - employees who handled emergency situations or did special work on projects.  
Distinguished Service Awards - recognizing amazing careers in education  
Retirees will be recognized for their dedicated service.*

**The 2008 Employee of the Year and 2008 Teacher of the Year will be announced at the end of the ceremony.**

*Packets with recipient bios and details will be handed to press on-scene at ceremony. For Press not on-scene, AVUHSD can fax a release and packets the morning-after ceremony. Thank you.*

EVENT DATE:      05/19/08  
Month/Day/Year or range of event dates

TIME:      4:00 pm      Approx 6:15 pm  
Beginning at      Ending at

LOCATION:      LANCASTER HIGH SCHOOL      44701 North 32<sup>nd</sup> St. West, Lancaster, CA 93534  
Name of Location      Street Address  
Lancaster Blvd and 32nd West  
Cross Streets/Directions to Location

CONTACT:      Chris Jarrett or Marilyn Johnson      AVUHSD Personnel Department  
Name      Title      Dept/School

661-948-7655 ext 247 or 216      661-726-0673  
Phone      Message Phone      Fax

Event Website and/or Email address:      info on web at [www.avdistrict.org](http://www.avdistrict.org)  
email to [cjarrett@avhsd.org](mailto:cjarrett@avhsd.org) or [mjohnson@avhsd.org](mailto:mjohnson@avhsd.org)

Approved for release:      \_\_\_\_\_ TA

**Reporter/Photographer kindly requested to cover event**  
**Supplemental Description attached, pages: \_\_\_\_\_**

*News agencies have different deadlines, and it is recommended to submit requests for event coverage and/or publication at least two weeks prior to the event when possible. If you are requesting coverage of an event keep a copy of this form and follow up directly with the press agency assignment editor to confirm that a reporter and/or photographer have been assigned. Brief your event staff to ensure they are aware of press coverage and to help coordinate press access as needed. Be sure that you are available for further comment after the event and to follow up with identification of participants in photographs, etc.*

**Antelope Valley Union High School District  
44811 Sierra Highway Lancaster, CA 93534 (661) 948-7655**

**PRESS RELEASE: FOR IMMEDIATE RELEASE**

**Supplemental Description**

**Event Title: High School Teachers and Employees Receive Recognition**

**Number of Total Pages: \_\_\_\_\_**

**Page # \_\_\_\_\_**

*Tips: Be sure to include pertinent details of your event or subject matter such as who, what, when, where, how. Perhaps include history of your event, participating members, impact to surrounding community/environment. If requesting information from your reader be sure to include the reasons and justification behind your request, along with a contact person that readers should direct their information to. If inviting the reader to participate in an event, be sure to include additional helpful information such as driving directions to the location, parking information, if refreshments and facilities are provided, and any fees for the event. A News Agency Representative will likely contact you for further details and/or interview – be sure you are available for media contact before and after the event. It is critical that all information presented is correct. Take a moment to double-check your date, time and location. Keep a copy of all materials submitted and a list of press agencies contacted as it will be easier to coordinate information for press agents later.*