

Classroom Announcement Request Form

Date(s) to be announced: _____

No announcement will run more than one week.

Target Audience (**check one box only**):

- Culinary Arts Students Interior Design Students
- Graphic Design Students Interactive Media Design Students
- Restaurant & Catering Management Students
- Animation Art & Design Students All Students All Faculty

Announcements should be no more than three sentences to conserve classroom time.

Announcement to read: _____

Request made by: _____ Date: _____

Requestor's phone number: _____

The requestor is a (Please check one box):

- Student Alum Faculty Staff Other

Education Department Member Approval: _____

All announcements will be considered. However, upon review some announcements may not be granted classroom time or they may be targeted to the audience the Education Department feels is most appropriate.

Submit this completed form to the Registrar's Office located on the second floor at least five days prior to the first day you wish the announcement to run.

If you are having an event you may want it to appear on The Art Institute of Houston's Master Calendar. See Carol Lewis in the Faculty Workroom on the 3rd floor.