

## CKTV/FM97 Inside Scoop Announcement

1) Call a School:

School Name: \_\_\_\_\_

2) Speak in a clear voice:

“Hello, my name is \_\_\_\_\_ and I’m calling from the Chiefess Kamakahahei Middle School Media Productions Class. We are looking for any school announcements you may have for the month of \_\_\_\_\_ to announce on FM97 as part of the “Inside Scoop” which shares school info with the community. Would you know of any school activities or announcements that you’d like to share with the community?”

If yes, ask for the:

Date of Activity: \_\_\_\_\_

Location: \_\_\_\_\_

Time: \_\_\_\_\_

Description of event: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

If no, then say: “Ok, we will call back next month to see if you have any announcements to share. Keep in mind that we do need a two week head start to get your information in our broadcast on time. You can also email us at [cktvcoop@gmail.com](mailto:cktvcoop@gmail.com) if anything comes up before then or you can call our teacher, Mr. Kevin Matsunaga at 241-3200 extension 244 to leave a message. Thank you for your time! Good bye!”

3) Post this up on the bulletin board and if the announcement is not for your week, find out who’s week it will be for AND tell them about it. It is your responsibility to let your classmates know when a new announcement is created.

4) If they provide you with more than one announcement, use a separate form and fill it out.