



If you have an announcement that you need read in the morning, this page is for you! Please review the announcement guidelines below to help the morning announcements be as error free as possible.

***Email Guidelines:***

1. Type your morning announcement exactly as you want it read - I do not edit announcements. Enclosing the text of your announcement in quotes is not necessary.
  - Please try to limit the length of your announcement. Shorter announcements will help us to get to first period on time.
  - If you have an announcement that will run for more than one day, please write out a detailed initial announcement to be read the first couple of times. Follow up with an additional “short version” announcement with just the important points to be read on subsequent days.
  - For hard to pronounce words - especially names: Consider adding a pronunciation after challenging words. This will help our student announcers to more accurately read your announcements.
2. Email the announcement to [Bob Zunski](#) no later than 7:50 AM.
  - Announcements emailed later than this may not be included in the morning announcements read on the PA.
3. Type Announcement in the subject box.
  - This is very important - in the mornings my first priority is to prepare the announcements and I only look at emails that have Announcement in the subject box.
4. At the top of every announcement please include the date(s) that the announcement is to be read.
  - Announcements without dates will only be read on the day that they were received.

Thank You  
Bob Zunski  
CMS Activity Director