



Lake Forest School District 67

District 67 News, Announcements, and Photos

Send form and photos to: **Janice Patterson, 300 S. Waukegan Rd., Lake Forest, IL 60045**
e-mail: jpatterson@lfschools.net, phone: 847-604-7421, fax: 847-234-2372.

Today's Date: _____ Date/Time of Event: _____

Location (building and room): _____

Description of the Event (if additional space is required, please submit the information on a separate sheet of paper) _____

Purpose of the Event (social studies curriculum, service club project, etc.): _____

Contact Name: _____

Contact Title: _____

Phone Number of Contact: _____

Additional information: _____

Digital photos submitted for publication should be taken at the highest resolution setting on your camera and saved as a "jpeg" format. If the file is too large to send via e-mail, please send on a CD.

For all submissions, *please provide the following:*

- Names of all individuals pictured, in order (left to right, front to back, etc.), including parents, staff, and guests. OR if it is a **large** group, just the information below.
 - School
 - Grade Level or Name of Group (such as Student Service Club).
 - Teacher's Name or Name of Group Liaison (if applicable).