
GLASSBORO SCHOOL DISTRICT

REQUEST FOR BOARD ACTION

Requestor: Mr. Lynch

Building: GHS

Date: September 14, 2026

Action to be Approved: GPSD Media Request Form and Protocols

Fund Source:

Amount: \$0

Requisition #:

Request to approve GPSD Media request form and protocols. This form will help organize and discern media requests that come through the athletic office. As our success in athletics has increased, the demand for media also has increased. Protocols need to be put in place in order to manage this demand.

FOR OFFICE USE ONLY:

Board Date: 9/14/2026

Approved: [Status]

Glassboro Public School District Athletic Media Request Form

Please use this form to submit a Media Request to the Glassboro Board of Education for **events happening at Glassboro Public Schools**. Submitted events and inquiries will be reviewed and considered for distribution via our district communications and social media. [GPSD Sideline Access](#)

****All sideline requests should be submitted at least 48 hours prior to the start of the event. There is no guarantee that a request will be granted access to our sideline.***

Submit all requests via email to Mrs. Rochester (srochester@gpsd.us). Requests must detail the purpose of coverage, samples of work in the form of writing articles about athletes promoting positive exposures.

****Please note:**

---Only accredited professionals representing bona fide organizations will be considered. Spouses, friends, or other individuals will not be permitted access to sidelines or press box areas.

---Social media or weblog-based (blog) websites and organizations that are scouting, ranking, recruiting, collecting stats are not considered bona fide organizations.

---Bona fide organizations must have an established history of coverage writing articles, editorial oversight, credibility as a news-gathering and be able to show proper identification during the event.

Disclaimer: GPSD

reserves the right to limit the number of sideline access for media and/or press based on safety reasons and/or facility restrictions.

Live Streaming

Prohibited Without Authorization

Unauthorized live streaming of GPSD sporting events is strictly prohibited. This includes livestreaming conducted by individuals, parents, spectators, teams, schools, media organizations, or outside entities using personal phones, cameras, social media platforms, or other recording equipment.

* Indicates required question

1. Email *

2. **Headline** *

Tell us why is this story interesting to read.

3. **What** *

Two to three paragraphs, should fit on one page.

4. **Type of Request** *

What type of request is this?

Mark only one oval.

☐ Request for Press Release or Story

☐ Request for Video Coverage

5. **When** *

Example: January 7, 2019

6. **Start Time** *

Example: 8:30 AM

7. **End Time** *

Example: 8:30 AM

8. **Your organization's name** *

9. **Your organization's address** *

10. **Your organization's contact name** *

11. **Your organization contact's email** *

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12. **Your organization contact's phone number** *

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13. **Name of people from your organization attending our event** *

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.....
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.....

14. **Website**

*

If your product will appear on a website, please include it here:

.....

15. **Social Media Hashtag**

*

If there is a social media hashtag associated with this work, please include it here:

.....

16. **File Attachments**

*

Please attach any photographs, files, brochures, flyers, or media assets that will help explain your media request or event. Maximum of 5 files, 10MB each.

Files submitted:

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