External Communications / Media Relations

MPCS Website, *Georgia Sports, Marietta Daily Journal, Weekly Word, Wingspan,* Twitter, and Facebook

All varsity game results are to be called in to the *Marietta Daily Journal* (770-428-9411, extension 222) before 11:00 p.m. the night of the game.

Coaches should make every attempt to get to know one or two of the reporters who will be covering their sport. Also, a brief recap of wins should be emailed to the head of school's administrative assistant for inclusion in the next day's announcements, as well as sent to the athletic office for inclusion on social media. All information posted to social media outlets must come from the athletic office. Coaches should report major individual and team accomplishments to the athletic office for inclusion in the *Weekly Word* weekly schoolwide e-newsletter and/or *Wingspan* magazine.

Most head coaches will field media requests for information on their teams and players in regards to expectations for the season, preseason, and postseason honors, etc. These requests must be complied with as quickly as possible to ensure our athletes are included. Any contact or requests for interviews with the media beyond reporting scores should be reported to both the athletics and marketing and communications offices.

Social Media/ Media Communications
Coaches need to designate a parent/assistant coach to take pictures of the team after each win. These pictures can be submitted to the marketing and communications office or athletic department for social media posting. Social media postings can only happen with a picture, so please take multiple pictures to have on file.

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