

ST. JOSEPH ACADEMY
(SJA)

Department:	Communications & Marketing
Number:	400.4
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- I. Policy: In order to establish a consistent, unified presence, the President/CEO is the only individual allowed to participate in media unless otherwise assigned.
- II. Procedures:
 - A. Refer all media requests to the Communications & Marketing department team.
 - B. The President/CEO should be the primary person to speak with the media. In the absence of the President/CEO, the Principal may speak with the media.
 - C. Any filming/photography of the building must be approved by the President/CEO.

Approved by: _____

President/CEO

Date

1/8/21