

This form should be filled out by the Event Chair or Co-Chair and submitted to the VP of Communications: Janene Wong-Brehmer at iidasw.communications@gmail.com.

Graphic submissions due on the 10th of the month, for inclusion in the following month's updates. A 2-week turn-around time for graphics is standard once completed form is received. One (1) revision is included by Communications team. Please attach all logos you would like on the graphic as a high-resolution file.

No event descriptions will be included on the event graphic itself. All text submitted in the description boxes below will be included in text caption that accompanies the graphic announcement.

EVENT NAME:

EVENT DATE + TIME:

CITY CENTER:

(Check all that applies)

- S.W. CHAPTER
- ALBUQUERQUE
- LAS VEGAS
- PHOENIX
- TUCSON

EVENT TYPE:

(Check all that applies)

- IN-PERSON
- VIRTUAL

(ZOOM, Microsoft Teams, etc.)

EVENT DETAILS:

(Provide as much information as possible)

LOCATION ADDRESS and/or INVITE LINK:

HOST(S) OF EVENT:

GRAPHIC NEEDS:

(Check all that applies)

- INSTAGRAM POST
- FACEBOOK POST
- LINKEDIN POST
- eBLAST
- IIDA SW WEBSITE
- OTHER

LOGOS ATTACHED?

(High resolution: .png, .esp, .tif)

- YES
- NO

#hashtags:

PROVIDE A DESCRIPTION OF YOUR EVENT.

Be brief, this text will accompany the graphic as a caption.

RSVP CONTACT INFORMATION Provide name(s), phone and/or email address.