



CENTRAL TEXAS - BALCONES

Communications Announcement Request Form

Name:

Date:

Committee:

This form can be filled out and saved with versions of Acrobat 7.0 or higher. It should be submitted to the Communications Committee *at least* three weeks prior to an event and at least one week prior to the desired date of the first email announcement. Submit to communications@usgbc-centraltexas.org. All effort will be made to fulfill requests as submitted, however the Communications Committee will review and edit content based on appropriate and consistent standards of communication with our members and supporters. Please read all instructions.

Request is for (check all that apply):

Email Announcement/s Event Calendar Listing

For email Announcements Choose One:

Template A (One Column) OR Template B (Two Columns) OR Template C (Full Image Version)

Ideally, image requirements for Template C: Format is .jpg, .gif, or .png no larger than 100KB. Dimensions must not exceed 6" by 6" or 800 pixels wide. Must be at least 96 dpi. Please submit image at time of request.

The following information is required for email announcements and calendar listings unless otherwise noted.

Event Title:

Event Date/s (e.g., Tuesday, January 8, 2009):

Event Duration (e.g., 8:30 AM – 5:00 PM):

Name of Event Location:

Address:

City:

State:

Zip:

Map Link (If desired):

Suggested email Subject Line (for email announcements only):

Suggested email Header (What is this?):

Draft Event Description (Exactly as you would like main body text to read for email announcements and calendar listings. Include any special details not covered by the other fields below, e.g., speaker information, who should attend, etc.)

Fill out the following information as it applies to your event. Leave blank if N/A:

Please RSVP by (date in this format: Tuesday, January 8, 2009)

to (name of contact)

at (email address and/or phone)

For event questions please contact (name if different from RSVP contact)

at (email address and/or phone)

Event fee is (if you want it included in email)

To register (URL or other)

Catering is (if other, please include in

special instructions or draft event description)

For more information visit (include URL or indicate 'flyer attached' and Communications will create link for you)

Any event sponsor logos that should be included? (please submit at time of request): Yes No

E-mail Distribution Schedule (Do not include weekends. Every best effort will be made to send the announcement before noon on the scheduled date unless otherwise requested or unless a scheduling conflict exists. In the case of the latter, e.g., more than two emails already scheduled for the same day, the person submitting this form will be notified to choose the next best date. ** Not all events require multiple email reminders. Do not request reminder emails unless needed. More than two email reminders not guaranteed when the timeframe between request and event is shorter than three weeks.)

Allow Communications Committee to decide this: Yes No

If no, complete the following:

Date of First Send:

Date of Second Send (if applicable):

Email Subject Line (if different from first send):

Email Header (if different from first send):

Date of Third Send (if agreed):

Email Subject Line (if different from second send):

Email Header (if different from second send):

Other special information for Communications Committee: