



**POSTING INFORMATION ON THE WEBSITE:
MARYLAND CPCU SOCIETY CHAPTER 2014**

Thank you for advertising on the Maryland CPCU Society Chapter Website! Please advise what you need and complete this form. For Upcoming Events, please submit at least 30 days prior to the scheduled event date. For News Articles, please submit the material at your earliest convenience so that it can be posted in a timely manner.

Submit this form, along with any other relevant material, to Jacklyn McIntosh at jacklyn.mcintosh.cj73@statefarm.com or Nancy Gilgenast at ngilgenast@rcmd.com.

Please select those that apply:

EVENT

E-BLAST

NEWS

OTHER

What is the title of the event, class, news?

Title:

Type of Event*:

Description (or attach the information):

* For purposes of promoting the event or announcement, please indicate when and with what frequency the information should be shared with the Chapter. Be specific. (Example: Initial announcement to be distributed on [date], follow-up to be distributed on [date two weeks later] and Final Call reminder to be distributed on [date prior to event].)

When is it happening?

Date:

Time:

Where is it located?

Location/Venue Name:

Address:

City:

State:

Zip:

Who is the event Contact?

Name:

Email Address:

Phone:

Are there any attachments, flyers, photos*, etc? Please attach.

*Please note that a photo release is needed for each person in the picture in order to publish pictures on the website. You can download a copy of the photo release here <insert link> or contact Nancy Gilgenast to obtain blank copies.

Other instructions or special requests?

The Maryland CPCU Society Chapter Leadership Team has the right to edit due to space constraints. A sample of the “ready to post” material will be emailed to you for review prior to publication.

Thank you.

Jacklyn McIntosh, Webmaster
443-717-3963

Nancy Gilgenast, Public Relations & Visibility
410-769-6486