



Flyer Request - Submission Guidelines

The Communications Committee welcomes all requests for promotional flyers regarding chapter events, educational opportunities and social activities. In order to effectively distribute the information to our membership please submit all requests **1 month** prior to the event date. The Committee understands often times venues and speakers are confirmed at the last minute and will do our best to accommodate late requests if possible. The Committee reserves the right to edit submissions for length and/or writing style.

Please submit completed form to communications@afpaz.org

Name:

Committee Requesting Flyer:

Daytime Tel:

Email Address:

Type of event (i.e. webinar, luncheon, mixer, etc.)

Date & time of event:

Venue & address:

Name, title & bio of speaker/host (if applicable)

Does this event have a sponsor? If yes, please provide deliverables (i.e. include logo & link, etc.)

What is the cost for members / non-members?

RSVP deadline:

Any additional information:

Please send any photos, images or logos to admin@afpaz.org and reference this submission in the subject line.

(The following file formats accepted: JPG, GIF, PNG)