

NCJW Palm Beach Section  
Communications Submission Form

The goal of the Marketing and Communications Team is to provide consistent, stellar, and timely media support for our Section's activities.

To this end, we ask that you provide 4 WEEKS LEAD TIME to set up and schedule the requested media.

Please review the list of questions and submit to Helene at [haskinazi@aol.com](mailto:haskinazi@aol.com) and CC Cathy at [cathyeinhorn@gmail.com](mailto:cathyeinhorn@gmail.com)

NAME OF EVENT OR PROJECT \_\_\_\_\_

Vice President \_\_\_\_\_ Contact Information \_\_\_\_\_

Project Chair \_\_\_\_\_ Contact Information \_\_\_\_\_

SOCIAL MEDIA;

Who will send in Social Media information? \_\_\_\_\_

PLEASE CHECK WHERE YOU WOULD LIKE THE INFORMATION POSTED  
AND WHEN YOU WOULD LIKE IT SENT OUT:

Newsletter \_\_\_\_\_ (Insertion in the newsletter will be automatic based on timing of the event)

Email Flyer \_\_\_\_\_ First mailing \_\_\_\_\_ Second mailing \_\_\_\_\_ Third mailing \_\_\_\_\_

Facebook \_\_\_\_\_ Date to be posted \_\_\_\_\_

Facebook Boosts \_\_\_\_\_ \*First Boost \_\_\_\_\_ Date \_\_\_\_\_

Website \_\_\_\_\_ Date to be posted \_\_\_\_\_ Date to be removed \_\_\_\_\_

FOR SOCIAL MEDIA QUESTIONS, CONTACT CATHY EINHORN AT  
[cathyeinhorn@gmail.com](mailto:cathyeinhorn@gmail.com)

NEWSLETTER:

Who will be writing the pre-event article? \_\_\_\_\_

Contact information for submission \_\_\_\_\_

Who will be writing the post-event article? \_\_\_\_\_

Contact information for submission \_\_\_\_\_

Who will be taking photos or video of the event? \_\_\_\_\_