

Hi, all!

Recently, there have been some questions as to the requirements for flyers and invitations and the limitations of our MailChimp service. Please use the checklist below as a guide in order to avoid multiple revisions to your publicity. It might be best if you reproduce this list and keep it handy.

### ***A CHECKLIST FOR FLYERS AND INVITATIONS FROM COMMUNICATIONS***

\*\*\*Flyers and invitations must be produced in a **jpg** or **Word** format.  
NO PDF FORMATS WILL BE ACCEPTED

\_\_\_\_\_ NCJW PALM BEACH introduces the flyer/invitation

\_\_\_\_\_ Name of Event

\_\_\_\_\_ Date of Event

\_\_\_\_\_ Time of Event

\_\_\_\_\_ Location of Event (with address)

\_\_\_\_\_ Cost of Event (\$\_\_\_\_\_ Member \$\_\_\_\_\_ Non-member)

If food is included, please note that. If optional, note that as well

\_\_\_\_\_ Contact information for Questions? (Chairperson's name, phone, email)

\_\_\_\_\_ Include any registration deadlines or limited seating

\_\_\_\_\_ Indicate where you would like the **REGISTER HERE** button (which links to our website)

\_\_\_\_\_ Agricultural statement at bottom (Connie adds this automatically)

#### ***Other items to remember:***

**\*\*Please forward a draft of the flyer/invitation to me at [haskinazi@aol.com](mailto:haskinazi@aol.com) for any necessary editing**

**\*\*Please submit a Communications Form to advise when you would like your flyer/invitation delivered (multiple delivery dates are advised)**

**\*\*Please advise when you plan to send out the flyer/invitation so that I can work with Connie to create an appropriate Registration Form (If you require designated seating arrangements, please let me know)**

**\*\*Please let me know who is to receive the registration forms (typically the Chairperson) and who will be creating the Excel spreadsheet to maintain all registration information.**

**\*\*Please note that Registration Forms are forwarded to Connie and our Treasurers, Gail Siegel and Sophie Berkner, AUTOMATICALLY. This redundancy helps to avoid errors.**

Our graphic artists have volunteered their time and talent for our benefit. Hopefully, by using this check-off list, we will limit additional editing by our artists. Your cooperation is deeply appreciated. Feel free to call me if you have any questions.

Thanks!  
Helene