

## Great Southwest Industrial District Association - Website Template

Committee Chairman is responsible for exact program wording to be posted on website and the direction of how and where you want information placed.

- Fill out form and submit to Terry at least 30 days prior to event {or} 15 days prior to change in event (example: date reschedule)
- If you want your information to also be included in a revolving photo box on GSWIDA main page, submit your artwork on a USB flash drive to Terry in publication software (preferably PageMaker)
- Prepare your information as if you're preparing a printed invitation!

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Submitted By: \_\_\_\_\_ Date: \_\_\_\_\_

Program Name: \_\_\_\_\_

Heading Name {exactly as you want it to read on website}: \_\_\_\_\_

Day and Date of Event: \_\_\_\_\_

Address of Event: \_\_\_\_\_

Driving Directions: \_\_\_\_\_

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

Cost of Attending Event: \_\_\_\_\_

Name of person taking RSVP's / Instructions on how to RSVP: \_\_\_\_\_

Text Description: \_\_\_\_\_

### Additional Dates:

Day and Date of Event: \_\_\_\_\_ Time: \_\_\_\_\_

Address: \_\_\_\_\_

Directions: \_\_\_\_\_

Cost: \_\_\_\_\_

RSVP Instructions: \_\_\_\_\_

Day and Date of Event: \_\_\_\_\_ Time: \_\_\_\_\_

Address: \_\_\_\_\_

Directions: \_\_\_\_\_

Cost: \_\_\_\_\_

RSVP Instructions: \_\_\_\_\_