

GUIDELINES FOR SUBMITTING INFORMATION TO THE "MEMBER NEWS" COLUMN

In order to facilitate the preparation of the newsletter, please submit your member news in this order.

1. Kind of Event (Concert, Lecture, Book Publishing, Instrument For Sale...):
2. Name of Event:
3. Member's Name:
4. Day and Date:
5. Time:
6. Name of Hall/Building
7. Address (full street address, town, state, zip code):
8. For More Information Call: xxx-xxx-xxxx
9. For More Information Visit: www.xxxxxxxx.com (please provide the link)

Specific events (concert, book event, instrument sale) should include this as well:

For Concerts:

Performers:
Works by:
Admission:

For Book Publishing:

Publisher:
Title of Book or Collection:
Name of Composer, Author, etc:
Cost:

For Instrument Sale include:

Instrument (Piano, Flute etc):
Brand:
Size:
Picture if available:
Asking Price:

Example:

Concert
Solo Piano Recital
Arthur Rubinstein
Sunday, February 3, 1975
3PM
Carnegie Hall
881 7th Avenue
New York, NY 10019
212-555-5555
www.rubinstein.com

Pianist Arthur Rubinstein will perform the complete works of Frederic Chopin.
Admission: \$5,000

Please note the following:

1. Spell out the names in full
2. No abbreviations
 - a. Acceptable: October 3, 2015
 - b. Unacceptable: "Oct 3rd", "10/3/15", "10/3"
3. Do not use ALL CAPS
4. Do not use *ITALICS* or **BOLD** fonts
5. Do not Underline anything

This template is a guide for what may be included and is intended to keep the information to the essentials so that it can be formatted to fit in the "member news" column, which appears along the side bar of the newsletter. You may include less information but please do not include additional information. Ideally, the information will not include the lead words (name, date, etc) in order to allow it to simply be cut and pasted into the newsletter. Submissions in paragraph form will not be accepted.

Please submit member news to Donna Gross Javel (AnythingPiano@yahoo.com) and refer to the deadlines below. Please Note: The deadline for submitting news for the January newsletter is December 15th

Deadlines For Submitting Member News

November News - submit by October 1 for October Newsletter

December News - submit by November 1 for November Newsletter

January News - submit by December 1 for December Newsletter

February News - submit by December 15 for January Newsletter

March News - submit by February 1 for February Newsletter

April News - submit by March 1 for March Newsletter

May News - submit by April 1 for April Newsletter

June News - submit by May 1 for May Newsletter

September 2016 News - submit by September 1 for September Newsletter