

## GUIDELINES FOR SUBMITTING INFORMATION FOR MEMBER NEWS

Members may submit information about an upcoming performance, CD or book release, instrument for sale, or workshops relevant to NEPTA members. Please follow any specific formatting requested and check all information for accuracy as well as spelling and links to events. This information will be copied into an email without editing, and therefore each Nepta member is responsible for correct content.

**Please note this change:** The member news will no longer be included in the Newsletters. There will be three emails containing Member news only; September, December, and March. See below for deadlines. Please submit member news to Ellie Perrone [e-pi@rcn.com](mailto:e-pi@rcn.com) with the subject line **Nepta Member News** and refer to the deadlines below.

### Deadlines For Submitting Member News

August 15 for September mailing

November 15 for December mailing

February 15 for March mailing

Please submit all relevant information in this order:

Kind of Event (Concert, Lecture, CD Release, Instrument For Sale...)

Name of Event

Members Name (include additional performers if appropriate)

Day and Date

Time

Name of Hall/Building

Address (full street address, town, state, zip code):

Contact Information: xxx-xxx-xxxx

Website: www.xxxxxxxxx.com (please provide the link)

Specific events should include this as well:

#### **For Concerts::**

Works by:

Admission:

#### **For CD Release:**

Title of CD

Composers/works

Where to purchase

Cost

#### **For Book Publishing:**

Author

Publisher

Title of Book

Where to purchase

Cost:

#### **For Instrument Sale include:**

Instrument (Piano, Flute etc):

Brand:

Size:

Picture if available:

Asking Price:

You can include 1-2 additional sentences to describe your event or item for sale.

**Example of solo piano concert:**

Concert

Solo Piano Recital

Arthur Rubinstein

Sunday, February 3, 1975

3PM

Carnegie Hall

881 7<sup>th</sup> 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. Please do not include additional information other than what will fit into 1-2 brief sentences. **DO NOT** include the lead words (name, date, etc) . This will allow the information to simply be copied and pasted. Submissions in paragraph form will not be accepted.