



## SDMFC Email Newsletter Submission Form

### GUIDELINES – PLEASE READ before submitting

- The newsletter goes out bi-weekly. The deadline to submit is the 1<sup>st</sup> and the 15<sup>th</sup> of every month.
- Due to space limitations we are not able to include every submission. Member organizations and military-focused events will be given priority. We also reserve the right to adjust the length.
- Please complete this form entirely, save as a word document, and send as an attachment
- If you would like a flyer or your logo to be included with your article please send that as a PDF or JPEG attachment, as well.
- If you are submitting an event we will also add this event to our website's community calendar here: <http://sdmilitaryfamily.org/calendar/>.
- Please include "SDMFC Newsletter Submission" in subject line of email.

### ARTICLE SUBMISSION

**Organization Name:** \_\_\_\_\_

**Event/Program Name:** \_\_\_\_\_

**When is the event:** (date and time, *mark n/a if not an event*):  
\_\_\_\_\_

**Where is the event** (venue name and address, *mark n/a if not an event*):  
\_\_\_\_\_  
\_\_\_\_\_

**Description** (tell us a little bit more about your program/event. We recommend this to be no longer than 2 paragraphs and to use bullets when able):



**Is there a fee for your event/program? If so, please indicate how much:**

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**Contact Name:** \_\_\_\_\_

**Contact Information** (email/phone number): \_\_\_\_\_

**Organization/Event Website:** \_\_\_\_\_

**Any additional information you want us to know:**

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Please fill out and submit to Danny Romero at [dromero@saysandiego.org](mailto:dromero@saysandiego.org). Remember to attach any flyers you would like to be included, as well. Thank you for your submission!