



Victoria Gardens Newsletter Submission Request Form

Please use legible handwriting when filling out this form.

Name: _____ Group/Organization: _____

Contact Information

Phone: _____ Email: _____

Event/Activity Information

Tell Us All About Your Event or Activity.

Name of Event: _____ Date of Event: _____

Number of Weeks to be Published: _____ Date to be Published (Wednesday Date): _____

Flyer Submitted: Y or N (If no flyer submitted, fill out the information below)

Event/Activity Information (Disregard if flyer has been submitted)

Location:

Time:

Price (If required):

Detailed Description: _____



Newsletter Submission Form Agreement

Read the following and sign that you have read and understand the agreement.

- The Victoria Gardens newsletter is released on a weekly basis every Wednesday at 9 am.
- Submissions are to be turned in to the Administrative Assistant, Remy Pugh, **no later than Friday** prior to the release of the newsletter, to be approved.
- All flyers, details and changes must be submitted to Remy Pugh by Monday.
- Submissions can be emailed to Remy Pugh (rpugh@evergreen-lm.com) or turned in to her mailbox located in the Administrative Office located at the clubhouse.
- If there is a restaurant menu included, an approved Banquet Event Order must be completed and approved by Club/Restaurant Management.
- All information submitted to the newsletter must be open to **ALL** residents.
- All newsletter articles must be relevant to Victoria Garden's residents. No outside events or activities can be published.
- All submissions must be made by the appointed Club or Group leader.
- Flyers, pictures, attachments must be submitted in .jpeg or in .pdf form.

I, _____, have read the Newsletter Submission Form Agreement and understand the above information. I will abide by the rules and understand that my request is subject to be denied if it does not follow the Newsletter Submission Form guidelines.

Resident Signature

Clubhouse Management

Date

Date