

To: Kristen Owens, Communications Chair

Email: kklowens2@comcast.net

From: Barbara Dimberg

Email: barbdimberg@gmail.com

Instructions: Check all applicable sections and fill out areas with **purple** labels. Save the word document and email to Kristen as an attachment.

Post in Newsletter **Post on Website Calendar** **Post in Newsletter and on Calendar**

Newsletter Content

Content is attached to email. **Select Newsletter Month** Select Month

Insert Newsletter Text Here. If submission is not an event, enter text below.

Event Content

Date Select Event Date **Event Type** *Select Event Type*

Time: Start **End**

Host/Leader Name:

Location Address/Site: (e.g., Acton Library, Zoom link, Host Address, Hike meeting place)

CALENDAR NOTES

Enter Text. (Example: RSVP to... Book Title/Author, Directions to hike location, Agenda, Gourmet dinner theme with menu, Cultural Trip destination and activities.)

Website Link Name and URL **Examples:**

Mary Smith's home: 555 Main Street, Essex CT

Mark Twain House <https://marktwainhouse.org/>

Post Document on LCV Website (e.g. Minutes, Roster, Report))

Attach approved PDF document only – unless it's a fillable Word form.

Document Name **LCV and ESP** Board Minutes

Website **Board** Minutes **Other Location**

Document Date December 2023