**To: Kristen Owens, Communications Chair Email: kklowens2@comcast.net**

**From: Barb 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 March**

**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** Exa**mples:**

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** General Meeting Minutes

**Website Members Page - LCV Other Location**

**Document Date March**