**Contact Information**

**First name**\* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Last name**\* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Phone\* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ E-mail\*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Posting Request**

**\_\_\_\_\_\_\_\_ Announcement \_\_\_\_\_\_\_\_\_\_\_ Event \_\_\_\_\_\_\_\_ Information**

Type information below (if an attachment please enter **see attachment** in box)

**Display Information on**:

(Please provide the name of the page or the URL of the page you would like for your information to be displayed)

Page URL or webpage address – www.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Duration**

Date to be published: \_\_/\_/\_\_ Date to be removed: \_\_/\_\_/\_\_\_

**Do you have graphics:** Yes \_\_\_\_\_\_\_\_ No \_\_\_\_\_\_\_?

If yes, please submit photos, graphics as **png, jpeg or gif.**

**Do you have a Video or Audio File:** Yes \_\_\_\_\_\_\_\_ No \_\_\_\_\_\_\_\_?

**You have a video or audio file. If you have a video or audio, please submit in the following format:**

**Audio -** audio file formats: **.mp3, .wav, .wma.,. mid, midi., .rm,** and **.ram**.

**Video -** video file formats: **.avi, .wmv, .asf, .mov, .mpa, .mpg, .mpeg, .rm, .rmvb, .ra,** and **.ram**.

**Comments:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***\*\*\* Please note that all submissions will be reviewed and approved by the Technology Team and President***.