

Supplying promotional or awareness material to District 4 Communications

Promoting an event (pre or post)

1. Flyer or Poster: JPG or PNG
2. Engaging descriptive title (60 characters)
3. Short description MS Word (160 characters)
4. Full Description WS Word or equivalent

Images with permission for submission from club or district event

1. Photographer
2. Location
3. Date
4. Caption: description of image (few words as possible)

District Committee Report Submission

Document/Report submitted in PDF format

This ensures your document will not be altered by someone else and it is the preferred means of archiving.

How To:

1. Save your original document to your computer.
2. In the programs top tool bar (Word - File) select "Save As" or Export as PDF. Save the document to your computer.
3. Select the appropriate PDF file as the attachment to your email.