



NATIONAL PAN-HELLENIC COUNCIL OF CHICAGO, INC.

P.O. Box 87245
Chicago, Illinois 60680

GUIDELINES FOR EMAIL DISTRIBUTION AND WEBSITE UPDATES

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The following are the guidelines for the submission of event notices for distribution to the email list and posting on the website of the National Pan-Hellenic Council of Chicago, Incorporated. Please adhere to the stated deadlines and formats for event notices to ensure your event will be distributed and posted in a timely manner.

- QUALIFYING SUBMISSIONS:** Only event notices of chapters that are financial—as confirmed by the Financial Secretary—will be distributed to the email list and posted on the website. Events not sponsored by a financial chapter of NPHC-C will not be distributed on email or posted on the website. Any exceptions will need approval of the Board.

- SUBMISSION FORMAT:** All event notices should be submitted by email to NPHCC@yahoo.com in the following format:
ORGANIZATION/CHAPTER NAME
EVENT NAME
EVENT LOCATION
EVENT DATE/TIME
EVENT COST
EVENT DESCRIPTION (no more than 3 sentences)
CONTACT PERSON (name and best way to contact)

Events announced at the NPHC-C monthly meeting should be submitted using the Event Notice form—if an email was not, or will be, sent to NPHCC@yahoo.com.

- DISTRIBUTION FORMATS AND TIMEFRAME:** Event notices will be emailed in two formats: *Calendar of Events (monthly)*; *Weekend Events (weekly)*. The Calendar of Events will cover all events known for the calendar year. The Calendar of Events will be sent on the Tuesday following the NPHC-C meeting.

The Weekend Events will cover upcoming events for the upcoming weekend—including those events that take place the following week—through Thursday. The Weekend Events will be sent Thursday evening.

- SUBMISSION DEADLINE:** Event notices must be received in the NPHCC@yahoo.com mailbox by 9pm the next day after the NPHC-C monthly meeting (Monday). Any notices received after this deadline will not be included in the monthly distribution or website posting for the current month. Notices for events occurring in the current month should be submitted by the stated deadline to insure timely posting.
- WEBSITE POSTING:** All event notices will be posted, monthly, on the 'Event Calendar' section of the NPHC-C website, www.nphcchicago.org, by the second Wednesday after the Council meeting (one week and three days after the meeting). Only events submitted to the Webmaster by the Corresponding Secretary—with the approval of the Council President—will be posted to the website. Any updates to the website design or content—outside of the monthly updates—must be approved by the Board.

WEBSITE: www.nphcchicago.org • **EMAIL:** info@nphcchicago.org