

## **SAMPLE NEWSLETTER SUBMISSION FOR ICF-NYC**

Name of Event: Comedy that Short-Circuits

Date(s): April 1, 2010

Times: 6:30-10:00pm ET

Location: The Marriott, 123 Main St., New York, New York

Presenter(s): Steven Wright, CCT, ETF

Cost: \$40 (\$30 if you register by yesterday)

Contact: Steven Wright – [steven@shortcircuitcomedy.com](mailto:steven@shortcircuitcomedy.com) or (123) 456-7890

How to Register: [www.shortcircuitcomedy.com](http://www.shortcircuitcomedy.com)

Event Description:

Here is where you describe your event, list outcomes, give a more extensive bio of yourself, and/or give testimonials.

Dates to run ad: March 1, March 18

*(Newsletter dates are listed on [www.icfnycchapter.org/newsletter\\_advertise.php](http://www.icfnycchapter.org/newsletter_advertise.php))*

### **Please make sure your ad follows these guidelines:**

Ads must be 200 words or less.

ICF-NYC only accepts ads for events.

We do not accept images or photos for ads.

Ad copy and payment must be received by the deadline.

*(Submission deadlines are listed on [www.icfnycchapter.org/newsletter\\_advertise.php](http://www.icfnycchapter.org/newsletter_advertise.php))*