

CCDA ACTIVITY-EVENT ANNOUNCEMENT & FLYER TEMPLATE

Complete and **email this form to the Regional Coordinator AND Communications Chair** to ensure prompt calendaring, website posting and eblast marketing of your event.

*CCDA thanks you!*

FEEL FREE TO ARRANGE FLYER HOWEVER YOU LIKE, BUT PLEASE INCLUDE THE FOLLOWING DETAILS, AND USE THE FOLLOWING SPECIFIC FORMAT TO SUBMIT EVENT ANNOUNCEMENTS FOR POSTING ON THE WEBSITE:

**DATE:**

**CHAPTER:**

**EVENT NAME:**

**DETAIL:** Session Description

**CEUs:** [NUMBER AVAIL AND PROCESS/CONTACT PERSON TO GET CEUS] - If program qualifies for CEUs, indicate how many will be available and who to contact in getting them. Contact the Regional Coordinator to qualify the event for CEUs.

**Cost:**

**When:**

Event Agenda

**Max # of Registrants:**

Register by Date (the date online registration closes)

**Where:**

**Who:**

eBlasting / Communications:

*Please help us streamline and maintain CCDA's email communications to eliminate redundant messaging. If you have a listserv you have been using locally, make sure contacts (or recent updates!) are regularly submitted to CCDA’s Communications Chair.*