



Request for Promotional Material

Instructions:

1. Complete and submit the following *Request for Promotional Material* at least **SIXTY (60) DAYS** prior to date of event.

2. Mail, fax or e-mail the completed form to:

Valerie Brown, Executive Director
AIA Westchester / Mid-Hudson
PO Box 611
Katonah, New York 10536

Fax No: (914) 232-8211

E-mail: executivedirector@aiawestchestermh.org

Date _____

Request by:

Name _____

Title _____

Committee _____

Address _____

City _____ State _____ Zip _____

Tel. No. _____ Fax No. _____ E-mail Address _____

Request for:

Poster 8-1/2"x11" Flyer E-mail Announcement

Promotional Card Website Announcement

Official Title of Event _____

Date of Event _____ Day of Event (i.e. *Thursday*) _____

Time of Event _____ Description (i.e. *Cocktail Hour*) _____

Time of Event _____ Description (i.e. *Dinner*) _____

Location of Event _____

Address of Event _____

City _____ State _____ Zip _____

RSVP Contact _____ RSVP Tel. No. _____

RSVP Date(s) _____

Cost(s) of Event: AIA Member _____ Non-Member _____ Associate AIA Member _____

Description of Event _____

AIA Continuing Education Units Yes No Value _____

Name of Sponsor (if applicable) _____

Sponsor Information _____