



MEMORANDUM

TO: DBIA CHAIRPERSONS

FROM: STACEY L.HOVIS, COMMUNICATIONS CHAIR

DATE: FEBRUARY 13, 2006

RE: PR FOR PROGRAMS AND EVENTS

COMMENTS:

Please submit the form attached at least 3 weeks prior to the event. I realize this is very hard to do, but in order to get on the appropriate calendars –this needs to be the timeframe. Ideally, I would like to have it one month out; the sooner the better.

Keeping in mind that I may be traveling or tied up, the sooner I have it, the more likely it will get posted. If I receive the information late, I can not guarantee it gets posted or promoted.

Please complete the form attached as thoroughly as possible – these are the items that many calendars ask for. Once I have all of this information, I will get it submitted to be posted.

If you have any questions, please contact me.

Stacey L. Hovis
ReStl Designers, Inc.
Phone: 404.827.0404 x. 104
Fax: 404.827.0401
Cell: 404.441.1245

Request for Publicity/Calendar Posting for the Southeast Chapter,
Design Build Institute of America (DBIA)

Date of Event: _____
Start Time: _____ End Time: _____

Event Title: _____
Event Location: _____
Address: _____
City: _____ State: _____ Zip: _____

Expected Attendance: _____
Deadline for Reservation: _____
Cost of Event: _____

Event Details/Description: *(use additional page(s) if necessary)*



Contact Name: _____
Phone Number: _____
Fax Number: _____
Email Address: _____

Submit this form to the Communications Director, Stacey L. Hovis at shovis@restl.com or fax 404.827.0401. Please include all information. The communications committee will facilitate the distribution of information; however, the Committee Chairperson must draft the information/details of event/program.