

VIPMOAA Newsletter submission Instructions

Please use the following template for all submitted information:

TO: Kathy Ridley, Editor DATE OF SUBMISSION: _____

FROM: _____

RE: _____

FONT: All titles should be in Calibri size 14

Body should be submitted in Calibri size 12

FORMAT: Should be in Microsoft Word if possible

Submit no later than the 2nd Thursday of the month for possible inclusion in the next month's newsletter.

Submit to Newsletter Editor, Kathy Ridley.

Email address: snoopykathy@aol.com

REQUEST FROM WEB MANAGER:

When submitting VIPMOAA meeting & program info or changes to newsletter editor, please also info-copy the Web Manager (webmaster@VIPMOAA.org) for posting on our website. This will allow for web-posting so meeting info is available to members who are out of town, or have misplaced their newsletter, or if snail mail Post Office delivers newsletters late. Also keep in mind that potential members may find info on our Website and thus try out a meeting that catches their attention. VIPMOAA website contains the last 12 months of newsletters, in color, in the "Archives" section, and upcoming meeting info in the "Upcoming Events" section. – VIPMOAA.org.