

Bryn Mawr Club of New York City Event Generator

Instructions

Are you planning on organizing an event to benefit the Bryn Mawr Club of New York City? Please complete this form by the **fifteenth (15th) of the month** prior to the event so we can feature your event in our monthly newsletter and/or weekly e-blast. Please send the completed form, along with any questions, to our communications chair, Maisha Rahman (mrahman346@gmail.com). The event text will be copyedited by our communications team and sent to you within seven (7) days for review. Please return the copyedited text within two (2) days of receipt.

Event details

Event title: _____

Host, title and class year: _____

Day of week, month and date, and time of day: (a.m./p.m.): _____

Attach an image or insert a link to an image here (must be 2160 x 1080px for Eventbrite and in jpeg format):

Attach a short description of the event, 200 words maximum (or write one below) and include a link to the event website:

Attach a short bio of the host (or write one below), if relevant:

Location, including street address and zip code: _____

Cost to attendees: _____

Maximum number of guests: _____

Total cost to club: _____

Is the event open to everyone? Or just Bryn Mawr alums and/or Seven Sisters alums?

Email address and contact information for person whom people can reach out to for more information:

When would you like the Bryn Mawr Club of New York City to promote this event?

In the weekly e-blast for the week(s) of _____

In the monthly newsletter(s) for the months of _____

Social media content

Attach a short description of the event that we can use for promotion on Facebook and Instagram:

Attach an image or insert a link to an image here (high resolution and square for Instagram; can be rectangular for Facebook): _____

Relevant hashtags (handles for any groups that should be tagged on the post):
