



How to Submit Information for Emailing to the FPP Membership

STEP 1 - Create your own flyer, a JPEG sized at 800 pixels wide (doesn't matter how long, but not so long that no one will read it). On that flyer should exist ALL of the following information:

- The NAME of your SPEAKER (or seminar)
- The NAME of your GUILD or SECTION
- The DATE of your program
- The TIME of your program (as it relates to the EASTERN Time Zone - beginning and end)
- The LOCATION of your program (complete address)
- The COST of your program (members and NON members if applicable)
- The WEB ADDRESS to get more information
- The EMAIL ADDRESS of someone within your Section who can answer questions
- How to RSVP (phone number or link to do so - link may be provided separately)
- The PROGRAM TITLE and DESCRIPTION
- The SPEAKER BIO (if any)
- The SPEAKER PROFILE PHOTO
- The SPEAKER SAMPLE IMAGES (if applicable)

STEP 2 - Contact FPP Executive Director, Kaye Newsome, at 813-760-1933 to make your \$50 payment to the FPP. This will allow you TWO Eblasts to promote your event. Tell her exactly which TWO DAYS you'd like it to go out (this may be adjusted by the FPP schedule).

STEP 3 - Send your COMPLETED FLYER with ALL the info listed above directly to kevin@newsomesstudio.com. The FPP will not be responsible for tracking down info not provided by the Section, nor errors within the flyer provided.

Occasionally, due to the dates of FPP events, your flyer may or may not accompany information already being sent out to advertise FPP related events (this means it may possibly NOT be a stand-alone email).

The privilege of emailing to the FPP database from the FPP Affiliated Sections is limited to twice per year.

If you have ANY questions at all, I beg you to contact the FPP Webmaster/Eblaster, Kevin Newsome, at kevin@newsomesstudio.com, or 813-968-2810.