



**Missouri City Chapter
Public Relations Committee
Content Submission Form**

Missouri City Chapter of The Links, Inc. (MCCL) has notable stories and valuable insight to share with other Chapters, friends, partners and the community at-large. The public relations (PR) committee will implement traditional and social media initiatives to enhance positive visibility and drive engagement for the Chapter, but our efforts won't be successful alone. We need to hear from you, too!

Please use this two-page form to share your stories and upcoming events so we can consistently develop content to reflect our phenomenal Chapter. From service projects to social soirées many of our existing activities demonstrate and differentiate the important work and impact of MCCL.

The information you provide will be used by the PR committee to draft creative and engaging content. We kindly request specific details, such as the spelling of names, professional titles, event logistics, etc. be confirmed prior to submitting your form to ensure accuracy.

Please return completed forms to Link Toni Harrison, toni@etchedcomm.com using the subject line "MCCL PR Submission".

Please complete the following form to submit content to MCCL PR Committee:

Social Post: _____ News Article: _____ (please select)

Event Name:

Program Facet:

Event Description:

Event Date:

Event Location:

Post/Article Deadline:

Additional Information:



MCCL Public Relations Committee Content Submission Form

FOR SOCIAL POST SUBMISSIONS:

Photo File Name:

(Note, please attach photos to this correspondence. All photos must have an identifiable file name.)

Caption Information:

(Note, this includes any details needed to write a complete caption, e.g. names of those pictured; short description of actions or activities; event hashtags, etc.)

Tags:

(Include the page name and/or individual name(s) to tag, as applicable. Please use exact spelling.)

FOR ARTICLE IDEA SUBMISSIONS:

- What is the article about?
- What makes the story different or unique?
- What messages/ideas need to be communicated?
- Who is/are the spokesperson(s) that will be represented or quoted?