



**News Item for IFMA San Diego's eNews**  
(please submit information in Calibri or Arial, 10 pt.)

Please provide the following information:

- **Submitted by:**
- **Month in which you would like it to appear:**
  - Would you like it repeated?
  - If so, how many times:
- **Article Title:**
- **Body of Article:**

*Please remember not to write in the first person. Your article should be written in third person. Maximum of 300 words and any photos or attachments are welcome but not required. If you need some additional information, please consult the Internet. There are several great postings on how to write articles.*

Here is an example of [style guide](#).

- If readers have questions, who should they contact and how: *If possible, include contact person and their email address.*

***All Articles are due by the 25<sup>th</sup> of the month, prior to the month the article should appear.***