**ASLA Colorado**

**Weekly Update (Formerly eNotice) Submittal Form**

**DUE NOON ON MONDAY FOR A TUESDAY SEND**

Please complete this form and email as a word document to [info@aslacolorado.org](mailto:info@aslacolorado.org).

Note: ASLA Colorado may edit your material and reserves the right to determine if it will be included. By submitting this you agree that all information, including images, may be used by ASLA Colorado for other purposes.

|  |  |
| --- | --- |
| Your Name |  |
| Your Firm |  |
| Your Email |  |
| Your Phone |  |
| This is What Goes in the Update | |
| Item Title |  |
| Item Date |  |
| Item Location |  |
| URL for More Info or to register |  |
| Brief 3 Sentence Description |  |
| That is all we can post. If you have additional information send it as a word document or a pdf and we can create a “click here” for readers to find more information if you do not already have it set up. | |

Here is an example of a typical posting:

