

# Electronic Message

Club/Division: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_

E-mail address: \_\_\_\_\_

Run Dates: \_\_\_\_\_

1. Suggested format for message: EVENT, TIME, LOCATION, and COST.
2. Always use both the day of the week and the date.
3. Separate messages with 5 dots.
4. Highlight words to flash with a yellow marker.
5. Return this form to your liaison for approval.
6. Message will appear 24 hours after it has been faxed. Please check for accuracy and report any corrections.

**PLEASE PRINT YOUR MESSAGE EXACTLY AS YOU WANT IT TO APPEAR!**

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SPAR Liaison: \_\_\_\_\_

SPAR Staff Initials: \_\_\_\_\_

Date Message Faxed: \_\_\_\_\_

Original: SPAR Secretary  
 Yellow: Liaison  
 Pink: Club