



Previews Request Form

Upcoming celebrations, fundraisers and events

PLEASE PROVIDE THE FOLLOWING INFORMATION AS SOON AS IT IS AVAILABLE

Organization: _____

Address: _____

Phone: _____ Fax: _____

E-mail: _____ Website: www. _____

Event contact: _____ Phone: _____

Publicity contact: _____ Phone: _____

Title/theme of event: _____

Date, time and location of event: _____

Cost to attend: _____

How and where to obtain tickets: _____

Attire: Black Tie Cocktail Casual Other _____

Catered by: _____ Seated dinner Cocktails Buffet Other _____

Sponsors: _____

Event chairmen and committee members: _____

Highlights/features of the event: _____

Silent auction Live auction Raffle Other _____

Additional information: _____

Band _____

Other entertainment _____

METHODS TO SUBMIT PREVIEWS INFORMATION:

- E-MAIL** information in provided format to society@verobeachmagazine.com
- FAX** information to Kathryn Smith at (772) 231-9534
- MAIL** information to: Kathryn Smith, Social Editor
Vero Beach Magazine
 956 20th Street,
 Vero Beach, Florida 32960
- DROP OFF** information at our offices. *Vero Beach Magazine* is located on the corner of 10th Avenue and Route 60 East in Vero Beach. If you wish to meet with Kathryn Smith, please call first for an appointment. (772) 234-8871

ABOUT PREVIEWS PHOTOGRAPHY:

- At least one photograph must be submitted for inclusion in the *Previews* section, such as portraits of the chairmen, sponsors and/or committee (maximum 8 people); th invitation artwork; or photograph from a prior year's event.
- If photography is submitted for *Previews*, it must not have been submitted to any other local publication.
- Everyone in the photo must be identified along with their relation to the event. Please include professional information if representing a sponsoring business.
- E-mailed photos must be JPEG or TIF format, minimum size: 4 x 6 inches @ 300 dpi. (file size: minimum 1 MB) Each photo must be e-mailed individually.
- We accept photos on CDs in JPEG or TIF format, minimum size: 4 x 6 inches @ 300 dpi (file size: minimum 1 MB).

INCLUSION IS BASED ON AVAILABLE SPACE AND THE DISCRETION OF THE EDITORS, AND IS NOT GUARANTEED