

## CFEP Website Posting Guidelines

We would like to post your event details on the CFEP.us website! In order to get your event up and running smoothly on the website please provide the following:

- Event Title/Name
- Date
- Time
- Location
- Logo or event photo(s) in jpeg format
- Printables in a pdf—this is for any forms or flyers, etc.
- Wording for the page in a word document
- Any other pertinent information you want listed about the event/acct info etc./link addresses
- Logo(s) you want on the thank you page in jpeg format

The earlier you have this information the better. Ideally it would be best to post it on the website ahead of the publishing of the Friday Folder or email blasts especially if more information is promised on the website. I am here to help. If you need any assistance creating these pieces please let me know.

Please provide the website address on flyers and emails going out to the community in order to give people the most access to information about your event. These pages belong to you and your events and we want to utilize them as a resource to help drive folks to your event and make these events as successful as possible!

As an example (if you need one):

Please see [www.CFEP.us](http://www.CFEP.us) for more details!

OR

You can also view this information, print forms and follow links for more information on our website, [www.CFEP.us](http://www.CFEP.us)

Please be advised that anything with photos of the children or names of children or families will have to be cleared in advance which may take a few extra days so just plan on giving extra time for the approval.

Once I receive the information it will take approx 3 days to have it up and running on the website depending on the approval time etc. I will ask you to proof and check the links to make sure I have everything correct.

Thank you for your efforts to raise money for the school!

