

Communications Organizing
CSEA/SEIU Local 2001
Event Details Publication Form

Membership Meeting: Committee Meeting: Membership Election:
Contract Negotiations: Luncheon: Other - _____

Event Name: _____

Start Date: ____/____/____ Time: ____ am / pm to ____ am / pm All Day:

End Date: ____/____/____ Repeats – Daily: Weekly: Monthly:

Location: _____

Include Directions: *(provide if preparing flyer)*

Council: _____ Committee(s): _____

Chapter(s): _____ Worksite(s): _____

Contact Name: _____ Title: _____

Contact Phone: _____ Contact Email: _____

Events with Meal Service/Entertainment –

Cost: _____ - Members/ _____ - Spouse/ _____ - Guests

RSVP Deadline: _____

Meal Selection(s): _____

Payment Instructions – Mail: At Door:

Payment Contact: _____

Address: _____

Other Info: _____

(entertainment, music, door prizes, raffle, request for food/toy drive donation, etc.)

Method –

Web: Email – Home *(provide data)*: Work *(on file)* ¹:

CSEA News ²: Mail – Postcard ³: Flyer ³:

(submission instructions and appropriate union staff contact info are on reverse)

Submitted by: _____ Phone: _____ Date: _____

¹ Pending access to data – contact Mike Nortz at the union hall at (800) 894-9479 for details

² Pending available space – contact Matt O'Connor at the union hall at (800) 894-9479 for details

³ Postage charges may apply – contact Jason Webster at the union hall at (800) 894-9479 for info

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Submission Instructions/Contact Info

Mail completed forms to:

760 Capitol Ave., Hartford, CT 06106

Fax completed forms to:

860/951-3526

E-mail completed forms to:

Matt O'Connor: moconnor@csea760.com

Yasmin Veras: yveras@csea760.com

Mike Nortz: mnortz@csea760.com

Jason Webster: jpwebster@csea760.com

Web: to be posted at Local union website's "Events Calendar:"

Matt O'Connor and Yasmin Veras

Email – Home: to be sent to members' personal e-mail addresses (provide data for first event request and provide updates as necessary):

Matt O'Connor

Email – Work ¹: to be sent to members' work e-mail addresses on file in Membership Database (allow time for compiling data if group not previously prepared):

Mike Nortz

CSEA News ²: to be printed in upcoming edition of Local union's monthly newspaper and mailed to members' home addresses (provide details by second Monday of month preceding requested edition):

Matt O'Connor

Mail – Postcard ³: to be printed on single-sided postcard and mailed to members' home addresses (provide details at least 5 weekdays in advance):

Jason Webster

Mail – Flyer ³: to be printed as a leaflet and mailed to members' home addresses and Chapter leaders for worksite posting/meeting distribution (provide details at least 5 weekdays in advance):

Matt O'Connor and Jason Webster

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