

## **Criteria for Submission of Information to the Table Electronics Communication Committee Chairman**

The Table Electronic Communications Chairman is responsible for submitting a brief narrative and photos of the Table's events and meetings for publication in the PARTT web site and in the State newsletter. She also helps the Table Director submit photos and information for reports required by the State and the Alliance organizations and submits the Table's yearbook when it gets updated.

### **Tasks:**

The **Table Electronics Communication Chairman** and the **Table Historian** may work together in taking pictures at each event or meeting.

The ECC emails a brief narrative and photos of each meeting or event to Mary Ann Palka ([mapalka@verizon.com](mailto:mapalka@verizon.com)) for posting in the PARTT web site (partt.org) under your Table's Historical Profile.

The Table's ECC also sends narratives and photos to the State Publications Chairman ([anapflores@sbcglobal.net](mailto:anapflores@sbcglobal.net)) for inclusion in the *Panamericana Texana*, according to the State Publications Chairman's timeline.

Submit information and photos as the events happen so that they can be worked on piecemeal, rather than all at once. Send only the photos you think depict the event.

### **The following should be submitted for inclusion. with photos, if possible.**

- \*New officers
- \*New members
- \*Founders' Day
- \*Observance Day
- \*Presentations/special recognition of members, et al.
- \*Scholarship presentations
- \*Table Anniversary celebrations
- \* Other special events/projects

### **All photos should be submitted with the following information:**

#### **Who, What, When, Where and Why.**

1. Name of your Table
2. Title of event
3. Date it took place
4. Place where held
5. Full names of all pictured in the photos.

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