



## How to Submit an Event Notice

Councilmember Pete Constant created the District 1 Newsletter to keep residents, friends and neighbors of District 1 connected and informed. With a monthly distribution of over 5,000 email addresses, the time has come to expand the offering of District 1 newsletter space to organizations desiring a larger and broader audience to advertise their community events.

As Councilmember Pete Constant explains, “There are so many events happening around us that can benefit our community. My intent is to give organizations a free source of outreach through the District 1 Newsletter distribution channel.”

In order to insure that all submissions are reviewed and have the proper response, read the following guidelines for event noticing. Submissions are not guaranteed placement in the newsletter or District calendar but all submissions will reviewed and receive a response.

### **District 1 Newsletter Submission Guidelines**

The following are guidelines for submitting an event to the District 1 Newsletter:

- Event must be open to attendance by the general public
- The event is beneficial to the residents of District 1 through service, resources, and/or community-building
- The event is free or the proceeds benefit a non-profit organization
- Garage sales must be organized by a neighborhood association or other non-profit group – no single family garage sales will be advertised

- Event details must be filled out on the District 1 (D1) Newsletter Form and received by the D1 Office by 5 p.m. on the last Wednesday of the month for an event occurring the next month by one of the following methods:

1. Submission through the D1 Web site. Click here to access the D1 Newsletter Submission Form:  
<http://sjdistrict1.com/newsletter/NewsletterSubmissionRequestForm.pdf>
2. Submission of the D1 Newsletter Form should be mailed to:

Councilmember Pete Constant  
Attn: Newsletter Submission Request  
200 East Santa Clara Street, 18<sup>th</sup> Floor  
San José, CA 95113

**Examples of Acceptable D1 Newsletter Event Submissions:**

- Neighborhood Block Parties
- Neighborhood Movie Nights
- Recycling Events
- Blood Drives
- Non-profit Car Washes
- NAC Sponsored Events
- Church Events Open to the Public
- Emergency Preparation Events
- Social Events Open to the Public

The event will be published in the D1 Newsletter for a single issue, and if accompanied by a flyer, the flyer will be posted on the D1 Web site. The event will also be posted on the D1 web calendar.