**FAMILY ONLINE SUBMISSION FORM**

Completed by (name, email, phone):

Date submitted:

1. **Title of event:**

2. **Who was involved** (full names and titles):

3. **What was the event:**

4. **When was the event:**

5. **Where was the event:**

6. **Why was the event held/what was the event’s purpose:**

7. **How** – how was it organized (roles people played in organizing and executing event, e.g. featured speakers, event leaders); how did it unfold (key details of event, e.g. speeches, a reception that followed, breakout activities)

8. **Links to more information, news coverage and/or photo albums of event:**

9. **Names and titles of people pictured in photo:**

Questions: Contact Editor **Amy George Rush** at arush@sm-usa.org or 314.651.9844