

AMT PUBLICATIONS STATE SOCIETY NEWS FORM

State Society _____ Date _____

Reporter (President) _____ Day time phone _____

Address _____

State society news for the AMT EVENTS and AMT NEWS should be submitted on this form, by the President.

Deadlines:

AMT Events

February 1, May 1, August 1, September 1 (First of month prior to issue date).

Guidelines:

Type or print clearly.

Report news promptly to remain current and timely.

Send upcoming meeting schedules well in advance of meeting date.

Provide adequate detail for staff use in preparing write-up.

Provide complete names and titles.

Double check all spelling.

Make sure all stated facts are accurate.

Include reporter's name, state office, address, daytime phone number.

MEETINGS: (Date and location of upcoming meetings (a **must** for calendar list in the AMT NEWS), joint and other special meetings, seminar topic/program of last meeting).

ELECTIONS: (Election results, officer/board member changes).

(OVER)

AWARDS: (State awards granted).

LEGAL/LEGISLATIVE: (Legal or legislative activity within the state).

MISCELLANEOUS: (Special projects/achievements/activities).

Send news to: AMT EVENTS/AMT NEWS
710 Higgins Road
Park Ridge, IL 60068-5765
1-800-275-1268