

## **Submission to BBCAN email newsletter**

- Events and news will be included at the discretion of BBCAN.
- Content submitted should be of interest to West Sacramento residents: in the community and/or for the community. We do not have the capacity at this time to included regional news and events.
- The newsletter is published every 10 days to two weeks. Events should be submitted as soon as scheduled by their respective organizations.
- Non-profit organizations will be given priority.
- Accuracy of the submissions is the responsibility of the individual(s) providing the information.

### **Format when submitted via email.**

Title:  
Description: (2 to 3 sentences)  
Contact name:  
Email:  
Phone:  
Website:  
Date:  
Start time:  
End time:  
Location:  
Address:

Attachments will not be accepted. If there is a flyer or poster associated with the event, provide a link to that document.

Subject line of email:  
Re: newsletter submission

To:  
info@bryteandbroderick.org