

## **NOTICE TO ALL TEPOA CLUB REPRESENTATIVES**

Submit articles for the Association Report by e-mail *ONLY* to:

[adminassistant@tucsonstates.com](mailto:adminassistant@tucsonstates.com)

*Articles will not be accepted over the counter.*

The deadline for submitting articles is the 13th of each month (earlier is very much appreciated ☺). If the 13th falls on a weekend, your article *must* be submitted on the prior Friday before 4:00 pm. **PLEASE DO NOT WAIT UNTIL THE LAST DAY!** Use 200 words or less, plain text only (Times New Roman, size 12), *without* any formatting: “hard” returns; indents; tabs; “all caps”; italics; or columns. Attach a Microsoft Word document, or include your text in the body of your e-mail (I am *not* able to open Word Perfect documents). Double-check your dates and make sure you are submitting for the **upcoming** month. Always include a name and phone # at the end of your article. If any of these rules are in violation, your article may not be published. When I have received your submission, I will reply via e-mail. If you **DO NOT** get a confirmation, it is possible it was sent to your junk mailbox, or that your submission was rejected or **NOT** received. Call Deborah to confirm at 940-4366 or 883-1440 if you do not receive a reply *within a few days*. Please *do not* call the same day your article is sent.

### **CALENDAR**

Room reservations for meetings or events should be done in person with me (this is strongly encouraged, for a number of reasons), and by appointment if possible. In the event that I am not in the office for a significant period of time (i.e., sick, vacation) another staff member should be able to assist you, but securing your reservations with me is always best. Submissions to the Association Report **do not** replace making room reservations.

Calendar requests can also be e-mailed to: [adminassistant@tucsonstates.com](mailto:adminassistant@tucsonstates.com), or you can call me at 940-4366 or 883-1440 and we can work it out over the phone. The advantage of coming into the office is that I can print a report of your reservations to take with you for your information that you can double-check for accuracy. If you fail to review this report and advise of any changes, the calendars may not be correct, and there may not be a reservation for you on some of your desired dates. *Keep in mind that these reports will **not** reflect your set-up times.* If your set-up is new, or has changed from prior events, you will need to submit a new set-up sheet for the maintenance staff. If you do not submit a set-up sheet, the last one on file with the maintenance department will be used.

Please call me or come into the office to confirm that your room reservations for the year are properly recorded. If you like, make a list of your dates and times, submit to me in person or via e-mail, and I will double-check the system for you.

**IMPORTANT NOTE:** Recurring reservations ***MUST*** be checked for expiration dates and re-entered after a series has concluded. This is especially important at year-end or at the beginning of the winter visitor season. **RESERVATIONS ARE NO LONGER AUTOMATICALLY RENEWED.** Please also keep in mind that it is very important to notify me or the office if a meeting is cancelled or changed. Cancellations or changes for the upcoming month's calendar ***must*** be received by the 15<sup>th</sup> of the current month in order to appear in the Association Report and on the bulletin board calendars.

Thank you, Deborah Levitan  
TEPOA Administrative Assistant, 940-4366 or 883-1440