**EVENT PROF/CHAIR INVITES**

**INSTRUCTIONS**

**Step 1: Write your copy using the copy guide below**

**Step 2: Submit your copy for review**

Email your Word document to Stephanie Perry at perrysn@uw.edu.

**Step 3: Start your order with Creative Communications**

**Step 4: Select a style**

Style guide attached below.

**Step 5: Submit your print proof for review**

Email your PDF proof to Ann Wolken awolken@uw.edu.

**Step 6: Complete your order with Creative Communications**

**COPY GUIDE**

**FRONT PANEL**

Host Name or Welcome Statement: A Celebration of the

Event Title or Speaker Name: Name of Endowed Chair in Something

Event Subtitle or Speaker Credentials: Leave blank

**INSIDE PANELS**

Event Description (word count): 40 max

Endowed chairs and professorships are created by generous contributors, and the University of Washington Board of Regents recognizes exemplary faculty by naming them to these esteemed positions. Being selected to hold a chair or professorship is a distinct honor, one that recognizes not only the accomplishments of the recipient, but also the excellence of their department, school and university.

Date: Saturday, Oct. 24, 2020

Time: 6–8 p.m.

Location: House of Donor or building name

Event Address: 1234 Philanthropy Way W, Seattle, WA 98111

Additional info: Cocktails and hors d’oeuvres will be served.

Header for RSVP info: **RSVP**

RSVP info:

Please respond by Thursday, Oct. 20, by contacting Person’s Name at 206.543.7873 or medevent@uw.edu. Thank you for letting us know if you have dietary needs or require disability accommodation.

Our deepest thanks to Clara Miller, Ph.D., Marisa Carter and Thomas Rogers, and Catherine and Jonathan Wheeler, M.D., contributors to this endowed chair.

Logo: **Select UW School of Medicine logo**

Disability check box – **Include if your event is being held on University of Washington property.**

To request disability accommodation, contact the Disability Services Office at 206.543.6450 (voice), 206.543.6452 (TTY), 206.685.7264 (FAX), or dso@uw.edu, preferably at least 10 days in advance of the event.

Speakers Header: Please Join

Speaker 1 Name: Gregory House, M.D.

Speaker 1 Info: UW Professor, Department of Diagnostic Medicine, to celebrate the appointment of

Speaker 2 Name: Mary Garcia, M.D.

Speaker 2 Info: UW Professor, Department of Diagnostic Medicine, University of Washington, and the new holder of the Name of Endowed Chair in Something.

**BACK PANEL**

Header for driving info: Driving and Parking Directions

**Location and Address, is repeated for you here.**

Driving directions:

FROM SOUTHBOUND I-5

Take Exit 999 toward Elm Street.

Stay straight to go on Sixth Avenue.

Turn left on Oak Street. Oak becomes

W Maple Street. Turn right on Philanthropy Way W.

FROM NORTHBOUND I-5

Take Exit 999 toward Elm Street.

Stay straight to go on Sixth Avenue.

Turn left on Oak Street. Oak becomes

W Maple Street. Turn right on Philanthropy Way W.

Parking is available on the street.

**Please remember when you order, no one will stop the job for errors.
Make sure you send your copy to Comms for review and your PDF proof before ordering.
You are approving the job when you press order.**

**Information you need for ordering**

Shipping Shipment type: Campus Mail or Will Call (select location).

Address: this is *your* address and information, you can save it to your address book.

(You can add another recipient and save it to your address book.)

Payment Budget Number: 66-5016 events

 (Or another departments budget number if appropriate.)

Finish Review all your information: Order Number, Order Date and Due Date,
Shipment Address, Budget Number, Total Costs

**Print out the Finish Screen and share the cost and order number with your events contact.**

**Put the cost into your event spreadsheet.**

**STYLE GUIDE**

