



Employee Announcement / Story Submittal Form

After you've completed the form, click on the red "Submit" button below.
If a "Select Email Client" window pops up, elect "Desktop Email Application", then OK.
E-mail the completed form to Corporate Communications.

Employee Announcement

Employee:		Division/Dept:		Extension:	
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Type of announcement (check one): ☐ Engagement ☐ Marriage ☐ Birth ☐ Other

If 'Other' please describe: _____

Relevant date / date(s): _____

Fiancée / Spouse / Baby's / Other's name: _____

If a marriage announcement, please write maiden last name of spouse

If a birth announcement, please indicate the other parent's first and last names

Any other relevant information?

Submitted by: _____
(Name) (Date)

Employee Story

Employee:		Division/Dept:		Extension:	
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Type of story (check one): ☐ Hobby/Sport ☐ Talent/Skill ☐ Volunteer ☐ Other

Please provide a brief summary of the story that you'd like to share with your fellow employees (be sure to include Who? What? Where? Why? Since When?). There's no need to write the complete story; we'll take care of that for you!

Submitted by: _____
(Name) (Date)

**Thank You! Click the "Submit" button below to send your announcement or story.
Click "Print" to keep a copy for your records.**