



# Circular Request – Circle Project Article

Please send in this form if you would like highlights of your event and photos published in The Circular. The Circular is the official bi-monthly newsletter of The King’s Daughters. **Article deadline is the 1<sup>st</sup> Monday of each month prior to the month you want your article to appear in the Circular.** Circular issues include: January/February, March/April, May/June, August/September and October/November.

Today’s Date: \_\_\_\_\_ Form Submitted by: \_\_\_\_\_

Participating Circle(s): \_\_\_\_\_

Contact Person to be listed on print materials (if applicable): \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Project Name/Title:** \_\_\_\_\_

Date(s) of Event: \_\_\_\_\_ Time(s): \_\_\_\_\_

Location (Include Address): \_\_\_\_\_

**Article (100-200 words):** \_\_\_\_\_

\_\_\_\_\_

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**Email accompanying event photos to [info@kingsdaughters.org](mailto:info@kingsdaughters.org)  
with subject line “Circular Photos”**

**Submit completed form to:**

The King's Daughters Office | 601 Children's Lane, 2<sup>nd</sup> floor | Norfolk, VA 23507 | Tel: 757.668.7098

Fax: 757.668.8907 | Email: [info@kingsdaughters.org](mailto:info@kingsdaughters.org)