

## SunViews Submissions for Classes, Events and Clubs Directory

Email to: [sunviews@suncityaz.org](mailto:sunviews@suncityaz.org)

There are three opportunities for Clubs to submit information to the SunViews each month in addition to their annual article.

If your club holds a **CLASS** you may submit a listing of the class info:

- Class information should be placed in the month for which the registration occurs. You may also submit class schedules. In the event SunViews runs out of space for full schedules, interested parties will be directed to your club for more information.
- Information can be submitted by email [sunviews@suncityaz.org](mailto:sunviews@suncityaz.org), or by dropping it off at the Lakeview Corporate Office.
- Information is due the 5th of the month prior to the month of issue. For example if you want something placed in December's issue of SunViews, you'll need to submit it by November 5th.

If your club is hosting an **EVENT** include all necessary info people need to know - who, what, where, when, and cost (*if applicable*):

- Events should only be placed in the month for which the event will occur. Events happening near the beginning of the month may be announced earlier.
- Information can be submitted by email to [sunviews@suncityaz.org](mailto:sunviews@suncityaz.org), or by dropping it off at the Lakeview Corporate Office.
- Information is due the 5th of the month prior to the month of issue. For example if you want something placed in December's SunViews issue, you'll need to submit it by November 5th.

Club contact information is listed in the **Club Directory** section of the SunViews:

- Club Directory information comes from the clubs office.
- Corrections and current information needs to be reported to the Lakeview Clubs Office at [clubs@suncityaz.org](mailto:clubs@suncityaz.org).
- Any changes are due the 5th of the month prior to the month of issue. For example if you want something placed in December's SunViews issue, you'll need to submit it by November 5th.