

HONOREE PROFILE

Name of Honoree, exactly as it should appear in the Journal

Pronunciation of the Honoree name

Title of Honoree, exactly as it should appear in the Journal

Company/Organization, exactly as it should appear in the Journal

Street Address

City State Zip

Telephone Fax E-Mail

PERSONAL INFORMATION

(For YWCA-NYC YW files only; please fill out completely)

Name

Home Address

City State Zip

Telephone Fax E-Mail

Outside directorships/Other affiliations

WHAT TO INCLUDE

1. **Biography.** (Maximum of 150 words) Bio should describe the honoree's:

- Outstanding professional achievement
- Civic commitment
- Leadership

The bio will be used on the YWCA website as part of the event promotional materials.

2. **Salute Statement.** A one-sentence statement that summarizes the honoree's accomplishments and contributions to the organization and overall community. This statement will be highlighted in the e-Journal and should follow the form:

[Company name] salutes [Honoree] because/for...

Sample:

[Company name] salutes [honoree name] for her professional accomplishments and commitment to diversity and inclusion.

3. **Headshot.** Photograph will be used in the YW Academy Journal and The New York Times ad. Any black and white or color photo may be submitted, but please no slides or transparencies. If submitting a photo electronically, please send as a high-resolution JPEG or TIFF file for a 3-1/2" x 4" presentation.

Deadline: Materials are requested by Friday, October 6, 2017 to be included in the journal. Send to ywca@thewakemanagency.com or Daricel Calcano, 445 Hamilton Avenue. #1102, White Plains, NY, 10601. For questions, ywca@thewakemanagency.com or 212-500-5953x705.