



St. Charles County Association of REALTORS® - Commercial Division **Network Luncheon Marketing Instructions**

Complete the steps below to advertise your Commercial Properties (up to five per month) at the monthly SCCAR-CD Network Luncheon in the PowerPoint Presentation.

Step	Instructions	DEADLINE
1.	Enter data in the “PowerPoint Template” located on the SCCAR-Commercial Division webpage. <ol style="list-style-type: none"> a. Enter agent name, contact phone, logo and brokerage name in top left section. b. Delete photo verbiage in center then click on Insert from the Menu, click on Picture, then insert picture from your computer. c. Enter information in right side column. <i>(Please do not change font size or style.)</i> <ul style="list-style-type: none"> • Property Type – Retail, Industrial, etc. • For Sale... - Complete field. • Price or Range – Complete field. • Price Per SF or Other – Complete field. • Square Foot Available or Other – Complete info. • Cap Rate or Other – Complete info. • Address or Location – Complete info. • Other Info – Complete info. Add MLS Number (if applicable), NNN (if applicable) or other information. 	Email/attachment MUST be received by 5pm seven days prior to luncheon.
2.	Save file as a PowerPoint 97-2003 Presentation to your computer as “YourName_Property.PPT” (i.e., Elcock 10Main.PPT or Craven 404HwyY.PPT).	
3.	Send email to gwen@StCharlesRealtors.com with attachment “YourName_Property.PPT. (Be sure to include your direct phone number for any clarifications.)	

Questions/Issues?

Contact Gwen Walters, gwen@StCharlesRealtors.com or 636.946.4022.