

# Media Submission Guidelines

**Below are guidelines for Website, Newspaper and Newsletter submission:**

1. Submit any articles in Word or even text in e-mail. If you have other third party software contact Public Relations first.

2. Submit content via e-mail

3. To submit photos, they can be attached to your e-mail and should be in original size...DO NOT RESIZE. Photos can be placed on thumb drive and be given to public relations contact.

*Note: If you are using photos, other than photos taken by yourself, they must not be copyrighted. If not sure contact public relations.*

4. For articles to be placed in the Newsletter they should be received **no later than Tuesday noon of current week to be included in Newsletter.**

**The Public Relations Committee duties are currently being handled by one person. Presently the Committee does not have multiple members and that is the current President's prerogative based on changing membership and duties.**

**The Public Relations person or Committee Chair should also be aware of current edition of "Lead Your Club" - Public Relations Committee- Current edition 2016-19 (DRAFT)**