

## **REPORTERS**

REPORTS MAY BE SENT IN AS **WORD DOCUMENTS** OR IN **EMAIL FORMAT** - **BUT WORD IS PREFERRED**

**ABSOLUTELY NO (ONE LIVE), ON LINE, OR CLOUD DOCUMENTS**

**Council Reporters**, when you send articles to Footnotes please save your articles with your council initials

EXAMPLE: **SOU Nov**

**Club Reporters** If a club sends in an article to Footnotes not included in the Council please save your articles with your club name then council initials

EXAMPLE **RhodyO NOC** (Sent in, not with Council Report, during October for October issue)-  
**RhodyO NOC Nov** (Sent in early during the month of October for November issue)Nov

**Writing articles**- you may be writing in October for a deadline in November for the December issue. By the time Footnotes is read in December, dancers don't want to hear about September! **THINK IN ADVANCE! THINK FUTURE NOT PAST!**

## **ADVERTISERS CLUB AND COUNCIL**

**PDF** is preferred If you do your ad in word it can be saved as a **PDF** (JPG no thank you)

**SAVE AS:** Always start with club name then council initials and the month you want it in the Footnotes

EXAMPLE: **Samena MBC Dec** (for the December issue)  
**Samena MBC Dec #2** (the second ad for the December issue)  
**Samena MBC Nov Dec** ( for the November & December issue)  
**RC Dec** (council ad for December issue sent in during Oct)  
**RC Oct Nov Dec** ( council ad for December but wants it in October, November & December

**SOU'WESTER** Council -- Please use either SW or SOU

**SPOKANE COUNCIL** -- Please use SPO do not use SC

## **PHOTO SUBMISSIONS**

**JPG** is preferred- the higher the resolution the better the photo.

If it is "grainy" when you send submit it, then it will be "grainy" in the magazine or it will not be Published!

**Save the Photo –**

**ONE PHOTO PER SAVE**- don't submit a collage. I will fit them in as I can

**DO NOT REDUCE THE PHOTO**

**DO NOT PLACE THE PHOTO WITHIN THE ARTICLE**

**Photos can be submitted in same email as the council report**

Title the photo with **Club Name** and **Council Initials** but do tell me Who What When Where within the body of the email. I will do what I can to give credits to the photos if I have the information and the room

EXAMPLE: **Twirlers SPO** ( IN THE EMAIL--Dancing at the County Fair in Lewiston. John and Sue Smith, Bob and Carol Nelson, Ted and Alice Olson, Jim and Pat Roberts)

**The extensions will tell me whether it is an article and ad or a photo. (doc, PDF or jpg)**

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