

**ARTICLE SUBMITTAL FORM FOR THE CRIER NEWSLETTER (9-2019)**

**THE DEADLINE TO SUBMIT ARTICLES IS THE 15<sup>th</sup> OF EACH MONTH**

It is the responsibility of Clubs, Activity groups and individuals to submit their articles on time by the 15<sup>th</sup> of each month. If this deadline is not met, the article will not be included in the next month's Crier.

Articles must meet the Village Crier Newsletter Guidelines, available at the Villages Office.

Villages' Event or Club Articles may not exceed a half page, including heading and graphics. Other submittals are a maximum of one-quarter page. If specific graphics or clip art is desired, it must be provided to the Editor in .jpg format by email or on a thumb drive.

Submit your article in the box below. Please type or print legibly.

Edits will be made per the Newsletter Guidelines. Editor reserves the right to refuse any advertisement if the content is controversial or inappropriate. Decisions may be appealed to the Board of Directors. Submitter will be contacted to clarify any proposed changes other than spelling or punctuation corrections.

Submitted by: (print your name) \_\_\_\_\_

Lot # \_\_\_\_\_ Phone Number \_\_\_\_\_

Submitter is responsible for Event Posters and Sign-Up Sheets. If assistance is needed, contact the Editor, Mary Tofflemire at e-mail: [villagecrier@cablone.net](mailto:villagecrier@cablone.net) or phone: 928-273-6203