

## STEELE STALLION PRESS SUBMISSION GUIDELINES 2016-17

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**The Steele Stallion Press** is a weekly email newsletter published to keep Steele families and staff informed of upcoming events and school news. The newsletter is published **Friday** mornings and consists of four sections: Principal, School, PTA and Community news.

To submit information to this newsletter, send it in edited, final-draft format to the appropriate person from the list below by 5 PM on **Wednesdays**:

- PTA News - [SteeleCommunication@gmail.com](mailto:SteeleCommunication@gmail.com)
- School and Community News - [melissa\\_nawrocki@dpsk12.org](mailto:melissa_nawrocki@dpsk12.org)
- CSC News - [steelecsc@gmail.com](mailto:steelecsc@gmail.com)

Information should be presented in a concise form, 140 words or less, as most parents are likely reading on their phone. The editors may shorten submissions for length and style without further approval. If a submission does not include basic logistical information it may not be published in the Stallion Press for that week.

Please include the following information when submitting items for the newsletter. Your submission does not have to be formatted like below but should include:

**What:** Name of event or program

**When:** Date and times. Be sure to include an end time if applicable.

**Who:** Audience (i.e., who's invited?) OK to bring kids? Will childcare be provided?

**Where:** Location, including room number/name

**Why:** What's the purpose of the event? If it's fundraising, for whom or for what program are you raising money?

**How:** Do attendees need to register? Bring anything? Is there a fee?

**Graphics** (if applicable): Flyer or form graphics should be submitted as a PDF. Logos and photos should be submitted as JPEG files.

**Web Links** (if applicable): A web address that readers can visit for additional information or graphics

*For brief news items to share urgent corrections and important time-sensitive information, the Press editors will send out an **Extra**. These are used rarely so that they get attention! Extras should not be used to announce things that will happen or require action after the next edition of the weekly Press. Contact the appropriate person above to request an Extra.*

For questions about PTA News submissions, please email Jim Grimes at [steelecommunication@gmail.com](mailto:steelecommunication@gmail.com).

For all other questions, please email Cynthia Swanson and Jessica Meehan at [steelestallionpress@gmail.com](mailto:steelestallionpress@gmail.com).

