



SWING PHI SWING

Social Fellowship, Incorporated®

Guidelines for Submitting News/Event Articles and Announcements for the National Website

This document has been prepared as guidance for regions, chapters and members who desire to submit news articles and/or event announcements for the national website. It is intended to serve as a tool and to outline requirements/information.

1. All news articles and/or event announcements submitted in the name of Swing Phi Swing Social Fellowship, Inc. must be consistent with organizational initiatives and quality standards.
2. News articles submitted must not contain "personal" opinions on sensitive Issues, e.g., political affiliations or positions, religion, abortion, sexual orientation, etc. Public statements must support Swing Phi Swing acronym, as well as respecting our non-partisan status as an organization.
3. News articles should try to "tell a story" rather than just state facts. Adding quotes to the story will add interest to the article.
4. News articles submitted should be written throughout in the same tense unless it is just absolutely not possible.
5. The length of news articles should not exceed 500 words. Articles that exceed this length will be edited down or rejected. Articles will not be rewritten for submitter; if not in accordance with the guidelines.
6. No more than three photos can be submitted per news article and cannot be smaller than 45Kb - 50kb in file size, which is approximately two square inches. The webmaster reserves the right to select which photos will be displayed with the article.
7. The webmaster will try to use all news articles but reserves the right not to publish them if the content is not appropriate for the national website.
8. All submitted news articles should be reviewed for spelling accuracy. Proper names should be checked for correct spelling prior to submission.

9. The format for submitting all news/event articles are as follows:

- a) Submitter's / Member Name
- b) Submitter's / Member Membership Number
- c) Submitter's / Member E-mail
- d) Submitter's / Member Telephone
- e) Date article must appear on the website no later than
- f) Article is about a member, chapter, region, combined SΦS event, or associated non-SΦS Event
- g) Title of Article
- h) Article Date / Date Event Took Place
- i) Article Summary
- j) Body

10. The format for submitting all event announcements are as follows:

- a) Submitter's/Member Name
- b) Submitter's / Member Membership Number
- c) Submitter's / Member E-mail
- d) Submitter's / Member Telephone
- e) Date event announcement must appear on the website no later than
- f) Event is sponsored by member, chapter, region, combined SΦS event, or associated non-SΦS Event
- g) Type of event (e.g., fundraiser, luncheon, dance, cookout, etc.)
- h) Event Title
- i) Event Start Date and Time
- j) Event End Date and Time
- k) Event Location (*facility name, street address, city, state and zip code*)
- l) Cost of event
- m) Include a clearly developed graphic flyer

11. E-mail news/event articles and announcements (ensure photos and/or flyers are attached) to **news_events@swingphiswing.org**, with a subject line of News & Events for the National Website.

We all have the good of Swing Phi Swing Social Fellowship, Inc. in mind as we work together toward the organization's goals. With your cooperation, the national website will continue to positively and professionally represent our fellowship.