

Please Consider These Helpful Tips for Successful Source Submissions!

Number 1 Priority: Our deadline is Monday 2pm. Wow, there is so much wonderful news at Sutton that the Source team needs to streamline the process a bit more! Please understand that late submissions require even more time from the editor, the PTA presidents, the e-blaster and the website manager. Remember, we gather material from Monday to Monday for a blast on Tuesday (in a perfect world!)

2. Please submit in **newsletter-ready form**. All material is subject to editing for content and space. It really helps when you already have included the **Who, What, When, Where and How**. Feel free to make it fun or attention grabbing in one paragraph max. **YOU** are our reporters!

3. Please send submissions to suttonsource@gmail.com

4. We use Mail Chimp's system to blast our news and they have certain limitations about the type of formatting we drop into their template.

The **simpler** the text document is for the Source, the easier it is to use and import to MailChimp.

Single line spacing only.

Arial font only

Please do not copy and paste text from websites.

Do not send text from a web based email program. (it can really get garbled)

Links are OK and often more efficient.

Thank you for your news and for helping us make the Source as efficient and effective as possible!

Leigh Ann Livaditis, editor

Leigh Darby and Margaret Long, PTA Co-Presidents

Nelson Brackin, e-blaster

Andy Cimowsky, webmaster