

## NEWSLETTER GUIDELINES

1. Omit politics and religion.
2. No negative comments or negative reviews.
3. Write concise sentences/paragraphs.
4. Do not use abbreviations other than in recipes.
5. Be sure to obtain the resident's permission to print the news in the newsletter.
6. Do not include street addresses unless specifically requested.
7. Due to limited space, articles written may need editing. If major editing occurs, the edited article will be forwarded back to the writer to ensure that the intent is kept intact.
8. If a resident's name and telephone number is to appear in the newsletter, verify spelling of name and telephone number.
9. Deadline for articles is the 15<sup>th</sup> of the prior month. For example, the deadline for the March/April issue will be February 15.
10. E-mail news to either Dottie Williams, [davedottie@gmail.com](mailto:davedottie@gmail.com) or Lill Malinowski [wallylill@comcast.net](mailto:wallylill@comcast.net) on or before the deadline date. The earlier we receive the information, the better for us to layout the newsletter.