

The Elks Magazine NEWS/PHOTO SUBMISSION FORM

This form may be helpful when you are submitting news items and photographs to *The Elks Magazine* and will assist us in processing your submissions. Please refer to the Fraternal News Guidelines for more detailed information.

Lodge: _____ Submitted by: _____

E-mail Address: _____ Daytime Phone: _____

NEWS RELEASES

All news items and photos must include the following information:

Name of event: _____

Sponsor of event: _____

Location of event: _____

Number of people attending: _____

Number of people recognized/given awards: _____

Dollar amounts given, if applicable: _____

If six or fewer honorees, their names and titles: _____

A brief description of what happened: _____

If a fund-raiser, the amount raised: _____

If a fund-raiser, what organizations/individuals benefited: _____

If donating items, give a few examples: _____

PHOTOS

Please identify people in photos from left to right (and first and second rows, as needed)

To submit digital photos, send high resolution (1,500 x 900 pixels at the minimum) as an attachment to your e-mail write-up of the event to magnews@elks.org.

To submit photographic prints, send only professionally developed prints (do not send prints from your personal printer) to

The Elks Magazine, Editorial Department, 425 W. Diversey Parkway, Chicago, IL 60614