

The deadline to submit articles for *The Spectrum*, the Governor's Newsletter for District 6710 is the 28th of the month. The newsletter will be published on or before the 5th of the following month. A reminder is sent to the district leadership team, district committee chairs, COG/PDG, club presidents, club executive secretaries and club communications officers around the 20th of the month.

Articles should be submitted by using this form: <https://rotarydistrict6710.formstack.com/forms/newsletter>

The form is also available on the [district website](http://www.rotarydistrict6710.org/) at all times:

* News & Documents>Documents>Forms>Submit Article
* News & Documents>Documents>Newsletter>Submit Article

Each month, the Governor's newsletter is sent via P-mail (personalized email through DACDB) to all Rotarians in the district for whom we have a good email address in DACDB. Once an article is approved it can be included in multiple issues. Just check which months on the form that you want your article to run.

Guidelines:

* **Limit articles to approximately 250 words or less, or about three paragraphs.**(MSWord>Review>wordcount)
	+ Articles must be submitted as an attached Word document or cut/pasted directly into the newsletter form where indicated.
	+ If you have more information to include, provide a link to a webpage with the information.
	+ If it is for a specific event, be sure you have listed it in the calendar on DACDB, as that feeds to the District Calendar and Website.
	+ We will edit as needed.
* PDFs (such as a flyer or entry form) should only be included if a link to that document is to be inserted in the article.
* Include good quality photos (JPEG/JPG or PNG format) when available-one or two photos per article is sufficient.

Please contact District Administrative Assistant Leigh Perry @502-592-0930 or leigh@rotarydistrict6710.org with any questions.