



NEWS ARTICLE / PHOTO SUBMITTAL PROCESS

LOCAL NEWSPAPERS

- All articles and photos related to SaddleBrooke Hiking Club activities for publication in our local newspapers should be sent to Lynda Green, Publicity Coordinator for the club.
- Lynda is our designated single point of contact for both newspapers, the SaddleBag Notes and the SaddleBrooke Progress.
- Lynda will work with you on the final copy and coordinate with the newspapers for publication.
- Your photo should be a stand-alone file not embedded with your article text, as this is the way they must be sent to the newspapers.
- Photos must have adequate resolution and size for publication. They should be submitted as .jpg files taken at a minimum of 2 megapixels (1600 x 1200 pixels). However, the higher the megapixels the better the photo. Dimensions should be a minimum of 4 inches wide by 3 inches tall at 300 dpi. If you are using a smartphone camera, most have adjustable settings to meet the minimum requirement.
- Photo Captions: include a caption with each photo you send. This should be separate from the article itself and include who, where, what, when and who took the photo. You can simply add this information to the email you send to Lynda Green as she submits the captions with the photos. Remember when people read our local papers they often just look at the photos so those captions are important and may encourage them to read the article.
- Lynda's contact information if you have any questions: phone 440-289-0357 / email lgreen2@earthlink.net
- Following are the key dates for 2023-2024 you should be aware of for the two newspapers:

Deadlines for the 2023 to 2024 Saddlebag Notes Print Editions

Issue	Publication Date	Article & Billboard Ad Deadline
January	Friday, December 30	Thursday, December 15
February	Friday, January 27	Thursday, January 11
March	Friday, February 24	Thursday, February 9
April	Friday, March 31	Thursday, March 16
May	Friday, April 28	Thursday, April 13
June	Friday, May 26	Thursday, May 11
July	Friday, June 30	Wednesday, June 14
August	Friday, July 28	Thursday, July 13

Issue	Publication Date	Article & Billboard Ad Deadline
September	Friday, August 25	Thursday, August 10
October	Friday, September 29	Thursday, September 14
November	Friday, October 27	Thursday, October 12
December	Friday, November 17	Thursday, November 2
January 2024	Friday, December 29	Thursday, December 14
February 2024	Friday, January 26	Wednesday, January 10

Robson Publications - SaddleBrooke Progress Deadline

SaddleBrooke Progress, Quail Creek Crossing, Robson Ranch Pioneer Press (TX) – 26th of the month

Please note that if the date falls on a weekend, deadlines are 4 p.m. the Friday before.

CLUB NEWSLETTER

- All articles and photos related to SaddleBrooke Hiking Club activities for publication in our club newsletter should be sent to Maureen Spence, Newsletter Editor for the club.
- The photos should be stand-alone files and not embedded with the article text.
- Articles may be sent any time during the month – these are stored in file boxes on the computer for the next newsletter. This enables you to write the article immediately after your hike, send it to Maureen, and it will appear in the next newsletter.
- Maureen’s contact information if you have any questions: phone 314-803-3225 / email bobandmospence@gmail.com