



Evergreen Audubon

Communications Notes

Guidelines for Submissions for Dipper Newsletter, Audubon Website, Newspaper, etc.

Send all submissions to: communications@evergreenaudubon.org

Include the following information (if applicable):

1. Subject
2. Date/Time
3. Location
4. Contact
5. Who (leader, speaker, etc)
6. Description or article
7. Send this to (newsletter, website, newspaper, other)
8. PR materials (flyers, posters, brochures, other)

Articles will be edited by the Dipper Newsletter editor before release. You may include separate text for the Dipper and the newspaper if you wish.

Indicate if you will be creating the PR materials, or if you would like them to be created for you. All PR materials should be reviewed by the Communications Director before release.

EXAMPLE:

1. Bird Box Sales
2. April 15-16 10am-2pm
3. King Soopers, Safeway-Evergreen, Safeway-Conifer
4. Bud Weare
5. N/A
6. Evergreen Audubon will be selling homemade bird boxes for flickers, bluebirds, and finches in front of the grocery stores.
7. Newsletter, website, newspaper
8. Posters – need new posters (3)