

Submission Form for Upstate Natural Awakenings **Local News Brief**

Natural Awakenings Welcomes and Encourages Your Participation!

Your editorial submissions are what make Natural Awakenings a community resource for holistic and natural living.

We want our readers to get to know you. Submitting editorial for one or more of our departments provides you with the opportunity to share knowledge and bring focus to your business.
How to submit Editorial

- ❖ **What's new?** Share it with us! Did you open a new office, recently become certified in a new therapy, or do you have a special event coming up? We welcome any news items relevant to the subject matter of our publication. We also welcome any hot tips or suggestions you may have for a news item. Please remember to write your News briefs in third person.
- ❖ Please submit this completed word document and email to:
Publisher@UpstateNA.com
- All editorial must be in digital format. No faxed or printed submissions will be accepted.
- ❖ We reserve the right to edit all submissions for length, style and clarity.
- ❖ Photos and Graphics – Be sure to include any photos or graphics in one of the following formats as an email attachment. Graphics imbedded in this document are not acceptable.
 - Digital photos (JPG or TIFF) un-retouched “right out of your camera” is preferred.
 - Professionally printed photos scanned at 300 dpi, TIFF, PDF or JPG accepted.
 - No computer printed material or website images are accepted.
- ❖ Due on or before the 5th of the month prior to publication.
- ❖ Length: 50 to 250 words

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Contact Information

Name of contact person to list in brief:

Contact person's phone number:

Contact person's email address:

Hours of business operation (optional):

- ❖ **Who** is the newsmaker or sponsor? Please spell name, title and company clearly.
- ❖ **What** is the news hook? What is newsworthy, timely and of interest to our readers?
- ❖ **When** is the event, opportunity or change taking place?
- ❖ **Where** is the event, opportunity or change taking place? Include complete address.
- ❖ **Why** is this news important to readers at this time?
- ❖ **How** will this news story affect our readers? What's the immediate *benefit* to them?
- ❖ **Other** information you wish to add (maximum of 50 words).
- ❖ **NAME OF PHOTOS:**
- ❖ **Name, phone & email of person submitting this local news item**

> [Click here to download Local News Brief Form.](#)

UpstateNA.com • Questions? Call (864) 248-4910