**Ram-O-Gram and E-blast Submission Guidelines**

Submissions for the Ram-O-Gram are due the 21st of each month. Submissions for the January newsletter are due the 17th due to the holiday. All submissions should be sent to NCHSramogram@gmail.com. Please keep the blurb short. There is a ½ page limit. The blurb should include the following information:

Headline or event title

Date

Time

Place

Description of Event or Notice

Contact Name and email – no phone numbers

Attach an image to the email if you would like to have one in your ad. Images should be downsized.

Volunteer needs will be included in the Ram-O-Gram, not in the weekly e-blasts, except in cases of significant need. The weekly e-blasts are intended to highlight the items that are for the general population and will be occurring in the coming week. Major events may be promoted for several weeks and a plan for all communications should be submitted to Susan Morse at susanmorse@yahoo.com. All submissions are due at least 3 weeks prior to the event date.

Any questions about e-blast or Ram-O-Gram submissions should be sent to Susan Morse at susanmorse@yahoo.com.