



The Lions' Page Article Submission Procedure

Overview: The Lions' Page is a weekly publication that includes both school and PTSA news. This newsletter is distributed to Newcastle families every Thursday. Families have the choice of receiving a hard copy of The Lions' Page through kid mail or obtaining an electronic version from the school's website.

Deadline: All Lions' Page articles must be submitted to Suzi Beerman by **Wednesday at 2 pm the week prior to publication.**

Process: Email articles to Suzi by the Wednesday deadline ('cc' both the EC member your position reports to and Sarah, Communications Director).

Suzi will edit the articles and forward them to Teri R. by the Thursday prior to publication.

Teri R. will create the newsletter. A draft of the Newsletter will be emailed to the Executive Committee (except Treasurer), Communications Director, and Christy for review.

Any changes to the newsletter will need to be emailed to Suzi by 3 pm on the Tuesday, the week of distribution.

All changes for the Lions' Page will be sent to Teri at Newcastle by 2 pm on Wednesday, the day before distribution.

Summary:

Monday	Tuesday	Wednesday	Thursday	Friday
		All articles emailed to Suzi by 2 pm	Edited articles forwarded to Teri R. from Suzi.	
Draft of The Lions' Page is emailed to Christy, the EC, & Sarah for review.	Any changes need to be emailed to Suzi by 3 pm.	Final changes sent from Suzi to Teri at Newcastle by 2 pm.	The Lions' Page is distributed and uploaded to school's website	

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