

HVL Website Submission Guidelines

Our goal is to provide useful information of interest to HVL residents, presented in a professional and attractive format. Announcements from outside HVL are accepted if they are public in nature and considered relevant.

If your submission is commercial (advertising a product or service), you will be encouraged to purchase a listing in the Business Directory instead. Our Facebook page is the appropriate place for posts about lost or found pets or personal opinions.

All submissions are subject to approval by the POA Community Manager.

Please email submissions to the following group: moemanion@comcast.net, cbrandt5@comcast.net, ginakeller@comcast.net, wirthkathy@comcast.net

Articles, announcements, posts & page content:

- Submit as Word documents.
- Use spelling and grammar checker.
- Include complete information: who, what, when, where and why.
- Sign the article and include contact info. No anonymous submissions.
- Make sure any info from other sources is copyright-free.
- Include links to sites for additional, relevant information. Make sure links are correct!
- Submissions are subject to editing for format, spelling, grammar and length.
- Info submitted far in advance of the event may be held for timely publication.

Images:

- Usually no more than two photos per post are accepted.
- Submit as jpeg, less than 1mb in size.
- Photos are subject to editing to fit the format.
- Clip art is discouraged, although logos may be used.
- Include captions for photos.
- Poster-style graphics (.png) cannot be used. Send a Word document with the *copy only* (separate from the graphic).

Removal:

- Dated event announcements are removed when date has passed.
- Community News page - each non-dated article includes the posting date at the bottom. Unless otherwise notified, most articles will be removed within about a month.

HVL POA Office Staff