

## 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](mailto:moemanion@comcast.net), [cbrandt5@comcast.net](mailto:cbrandt5@comcast.net), [ginakeller@comcast.net](mailto:ginakeller@comcast.net), [wirthkathy@comcast.net](mailto: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*