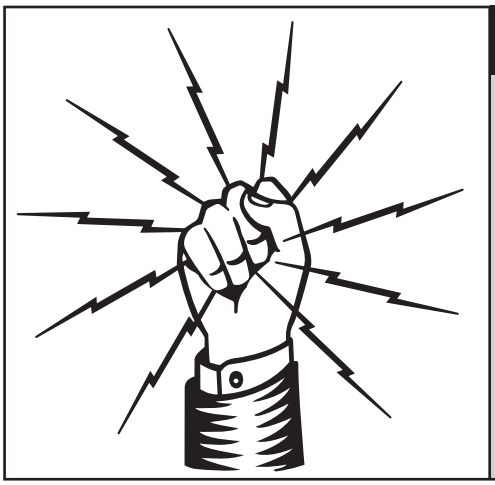

The Electrical Worker

2020 Press Secretary Guidelines for RETIREES CLUBS

ISSUE	DEADLINE
March	January 9, 2020
June	April 1, 2020
September	July 8, 2020
December	October 8, 2020

LENGTH OF ARTICLE

Submissions – one article per issue – must not exceed 200 words. E-mail submissions are encouraged. Please include local union number in the subject line of the e-mail. If submitting copy via mail or fax, please double-space. If unable to type, please print clearly.

CLASSIFICATION

Include location of your local union's retirees club, i.e., RETIREES CLUB OF L.U. 3, NEW YORK, NY, N. FLORIDA CHAPTER.

ABBREVIATIONS

Standard abbreviations for months, states and titles are acceptable. All other proper names must be spelled out.

ACCURACY

You are responsible for the accuracy of all submitted material, including quotes.

PHOTOS

Digital photos are preferred. Please submit at the highest resolution possible, preferably 300 dpi or larger. Prints are also acceptable. Please submit no more than one photo per article.

PHOTO IDENTIFICATION

If submitting a photo, please include a caption separately, identifying individuals from left to right. With print photos, identify local union number and city on a lower corner of the photo. If you wish to have a print photo returned, please print RETURN on the lower back corner.

HOW TO REACH US

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