



Jersey Village Star - Community Newsletter Section - Submission Guidelines

The *Jersey Village Star* is published once each month, and is circulated to the residents of the City on or about the 1st day of each month. The Community Section of the newsletter is provided as a service and contains event listings and articles from noncommercial and/or nonprofit organizations. Noncommercial and nonprofit organizations are defined as those organizations that are not created, existing or espoused for the generation of a profit or the remuneration of individuals. Characteristics of noncommercial and nonprofit organizations would be those groups comprised of people who join together to provide a community service or public benefit, that conduct regular meetings with established officers (president/chairman, secretary etc.), and have official by-laws or mission statement documents. They include, but are not limited to, religious or charitable organizations, organizations promoting civic or educational causes, those promoting conservation of resources or animals or the advocacy of a philosophy or religion. They do not include organizations seeking political support or contributions.

Organizations submitting articles for publication are not endorsed or sponsored by the City of Jersey Village. Content included shall not contain advertisements, job announcements, or solicitations for profit. Content shall be for events of a non-recurring nature.

In order to ensure timely publications, the following guidelines have been established for making event or article submissions to the community news section of the newsletter:

1. Send submissions to lcoody@ci.jersey-village.tx.us;
2. Include your contact name and daytime phone number;
3. Submit by email only. Acceptance on first come first serve basis until applicable space is filled;
4. Use sentence-format and include submission within the body your email, not as an attachment;
5. Use Times New Roman font, 12 point;
6. Do not double-space body of text. Use single spacing;
7. Do not bold entire text. An occasional word can be bolded or italicized for emphasis;
8. Do not use a colored font;
9. Do not include any pictures or word art;
10. Keep formatting to a minimum. Do not use bullets or outline format;
11. Use correct spelling and grammar. The City will not correct your mistakes.
12. Include an Event or Article Title;
13. Include a Description of your event. Please tell us what makes your event worth attending;
14. Include the Day and the Date of your event. For instance, Saturday, August 29;
15. If relevant, please include the Time of your event;
16. Include the Location/Venue of your event;
17. Include Contact Information for those who wish to learn more about your event. Only include a website address or a phone number. No email addresses;
18. Limit event announcement or article to 100 words or less; and
19. Submit by 5:00 p.m. the 10th of the month prior to the next published newsletter. Publishing deadlines will be strictly enforced.
20. If, for any reason, the City should need the publication space for city news during any particular month, than the Community News Section of the JV Star will be eliminated for that month.

Submitted items will run only once, in the issue one month prior to your event. You will receive a confirmation email that your item has been received. If you do not receive a confirmation, it means we did not receive your submission.

Example:

Experience winter wonderland shopping and holiday festivities during the Annual Holiday in the Park Festival on Saturday, December 4 from 1:00 p.m. to 4:00 p.m. at Carol Fox Park. For more information, call 713.466.5555.