



# SUBMISSIONS

The *District 18's* public relations team prizes originality, depth of research, timeliness and excellence of expression. The team accepts unsolicited content submissions via email. All submissions are subject to editing for layout, design, length and/or clarity. Articles, photos and videos may be published in either print and/or digital media versions. Due to the high volume of submissions, we cannot provide individualized feedback, but every entry scheduled for publishing will receive a confirmation via email.

## Writer Guidelines

All submissions must:

- Be sent via email to: [prm@toastmasters-d18.org](mailto:prm@toastmasters-d18.org)
- Include:-
  - Name \*required
  - Email address \*required
  - Phone number \*required
  - Position title (if applicable)
  - Educational achievement acronym (if applicable)
  - Club affiliation (if applicable)
- Be written in clear and concise English
- Feature topics relevant to an diverse audience
- Include compelling anecdotes and/or examples
- Offer verifiable sources and/or quotes from experts
- Avoid political or religious slants

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## Social Media, Copyright & Attribution

You should not assume that anything you find online is fair game for you to use. If there's no indication of licensing on it, you have to assume that it's copyrighted – please do not submit for us to post on official District 18 Toastmasters social media and

websites. It is considered OK to link to something, but it is considered good courtesy to include an attribution to the original source. Questions? Email: [prm@toastmasters-d18.org](mailto:prm@toastmasters-d18.org).

Please also send a high-resolution, photo, 300 x 300 dpi or larger, or at least one megabyte (1MB) with your submission

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## General Submissions

For general article submissions as well as events, such as Training Leadership Institute [TLI], speech contests, open houses, etc., please complete and attach the **content submission form**. General submissions can be sent to [prm@toastmasters-d18.org](mailto:prm@toastmasters-d18.org).

Please also send a high-resolution, photo, 300 x 300 dpi or larger, or at least one megabyte (1MB) with your submission.

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## Photos and Videos

All photo submissions including video submissions can be sent to [prm@toastmasters-d18.org](mailto:prm@toastmasters-d18.org). Each email is limited to 25 megabytes (25MB). If you have more than one attachment, they can't add up to more than 25 MB. If your files are too large, please attach in separate email messages or send via Google Drive.

All photos and videos picturing Toastmasters materials (banners, lecterns, badges, etc.) must be of updated materials according to current [branding guidelines](#). No photos or videos with explicit material will be accepted. All photos and videos are subject to review.

### *Photo Guidelines:*

- Photos must be in .jpg format
- Photos must be at a resolution of 300dpi or at least one megabyte (1MB) or larger in file size
- Photos must be of clear, original images.
- Include your contact information, club name, location where the image was taken, and a caption for each image

*Video Guidelines:*

- Videos must be in .mp4 format
- Videos are preferred at 1920x1080 (1080p) resolution
- Videos should be no longer than 3 minutes in duration
- Videos must be shot in landscape/horizontal mode
- Videos must be shot in good lighting with quality sound and have stable footage (overly shaky camera footage will not be accepted)
- Include your contact information, club name, location where video was taken and a caption for your video

*By submitting photos and videos, you authorize District 18 Toastmasters to publish any or all photos and videos via any or all of its print, electronic, website and social media platforms and any news publications, press releases, promotion and publicity efforts.*