Communication Request Process

Requests for El Sol Articles need to be sent to newsletter@puestadelsolpta.org no later than **Wednesdays @ 9pm**.

All articles need to be ***edited/approved by your overseeing PTA Board VP*** prior to being sent for inclusion.

When drafting submissions:
1) **Subject Line** of email: Should be the ***Article Title***
2) In the email **Message Body:**
   o First line Item should be the ***Event Name***
   o Next Line Item should be the ***Date and Time,*** followed by ***Location*** **(as applicable)**
     ▪ e.g.:
       Dining for Dinero Fundraiser
       Tuesday, November 22nd, 2016 @ 6:30pm
       Sample Restaurant Name and Address
3) Word count MUST be **100 words or less** (we need to enforce this, so please work with your VP to edit)
4) Indicate in your request a "**stop run" date** of when your article should be discontinued being added into the newsletter.
   o For best results, if your article runs for multiple weeks, **please resend each week**.
   o Please try to limit the number of weeks the same article runs to **3 weeks or less** (unless new information and/or Event/Program updates are indicated)

If you make an error or omission and need to correct:
1) Please resend the entire content
2) Indicate in the subject line: **"RESEND: Use This One"**

If you would like to have your article included elsewhere, please use the appropriate email below with your article and timelines:

- **Facebook**: facebook@puestadelsolpta.org
- **Puesta del Sol PTA Website:** webcontent@puestadelsolpta.org (please use the with a Website Change Request Form)
- If you have **an urgent email** that needs to go to all opted-in PTA members, please send your communication request to communications@puestadelsolpta.org with a copy to adminsupport@puestadelsolpta.org.

Note: All requests are based upon PTA approval only, and article placement in any of the communication resources is not guaranteed.