



Form: Announcement Submission *The Belted Gazette*

Ferrington Homeowners Association, Pittsboro, NC
Published by the Newsletter Staff

Thank you for your participation in the Belted Gazette, our community newsletter. Use this **Announcement Submission** form to publicize upcoming events; report the news of your Ferrington organization, group, club, community non-profit, or local government agency; or add an event to our monthly Calendar. Announcements

After completing this form, save a copy for your records and submit a copy to Editors@FerringtonFHA.org by the 15th of the month preceding the issue in which you want your content to appear. In the Subject line of your email write your organization's name and the month/year you want your content to run (*Ex: Ferrington Cares; May 2021.*)

Note: If you are a resident wishing to submit an idea for a feature article, please use our "Feature Article Request" form. You will find a link to this document in *The Belted Gazette* (see masthead), as well as on our FHA website (ferringtonfha.org), under the Newsletter tab.

You may type your responses directly into the right column of this MS Word document.

Required Information	Type Your Response Below/Cells Will Expand if Needed
Today's Date	
Your Name	
Your Email & Phone	
Your Organization	
Month/Year Content to Run	
What name should appear at the end of the content you are submitting?	
In what section of the <i>Belted Gazette</i> do you want your content to appear? <ul style="list-style-type: none"> • <i>From Our FHA Board?</i> • <i>Groups & Organizations?</i> • <i>Ferrington Cares?</i> • <i>Community Agencies?</i> • <i>Continuing Education?</i> • <i>Calendar?</i> (see last row) 	

Content	<i>Announcements should be 150 words or less. Begin typing here:</i>
<p>If you want this event included in the newsletter Calendar please answer all four questions.</p>	<ol style="list-style-type: none"> 1. Day of week/date/time of event (e.g., Monday, May 2, 2 pm) 2. Sponsoring organization (e.g., Fearington Film Club) 3. Event name (e.g., Annual Meeting? Zoom Meeting? Field trip to.....) 4. Contact person's name, phone and/or email

Reminders:

- Announcements must be received by midnight of the 15th of the preceding month; submissions received earlier than the deadline are welcome and appreciated.
- FHA Board content has no space limitations. Fearington groups and clubs, as well as outside groups and non-profits, are asked to keep submissions/announcements to 150 words or less.
- Notices of coming events may appear in *The Belted Gazette* (and/or the Calendar) up to two times – once during the month before the event and once during the month of the event.
- All content may be edited for space and clarity.

Questions? Check the *Belted Gazette's Publishing Guidelines* which you will find at FearingtonFHA.org (click on Newsletter tab). Further questions? Email the newsletter team at: Editors@FearingtonFHA.org