

DRAFT TO-DO LIST
San Tan Press Liaison
December, 2024

Introduction

The CA approved Tennis Club Bylaws require the monthly submission of relevant club articles and the maintenance of current club contact information to the San Tan Press. The articles and photos sent to the Press are intended to inform the community of tennis club events, activities, and opportunities; not the tennis club members. The liaison/author must always be cognizant of the fact that the information conveyed in the article will not be read by the community until a full month after submission. The Trilogy Magazine is typically mailed out to the community during the last week of the month prior to the publication month.

WHAT	WHEN	HOW
1. Collect Information	During the month prior to submission deadline	When possible, get pictures of club activities. Check club calendar for events occurring in month of article publication.
2. Prepare article and select associated picture Select Snapshot of Life pictures	Last week prior to submission date or earlier	Compose narrative reflecting current activities (with a picture, if possible) and future events occurring in month of publication. Encourage residents to participate when possible and appropriate. Compose captions for Snapshot of Life pictures, if any are being submitted. Reference attached SanTan Press Club Update Guidelines for article specifications, limits on pictures, etc.
3. Submit Article and Snapshot of Life pictures	Deadline is first day of month prior to publication month (Submissions a day or two prior to deadline are encouraged)	Reference attached SanTan Press guidelines for email addresses (one for article and one for Snapshot of Life pictures) and required email subject line information.

SAN TAN PRESS CLUB AND GROUP UPDATE GUIDELINES

UPDATES

The purpose of the *San Tan Press* updates is to inform Trilogy residents of your club's or group's activities--not to communicate with members. Creativity is appreciated.

Updates are due on the first of the month preceding publication--July 1 for August, for example.

Send your update to ***santanpress@tprcoa.com***. You must put the club or group name and month in the subject line of your email.

The word count is 160 words maximum.

Text attachments should have .docx or .pdf extensions. You may also write your update in the body of the email.

Please note:

Days and dates should be written out (not abbreviated), with a comma after the day, if it's included. Use the cardinal number for all dates--January 1 (not 1st) March 15, (not 15th) etc. Don't add the year unless it's not the current one.

For times, 9 am or 9:30, not 9:00 A.M

Other numbers less than ten should be written out (eight, not 8).

Avoid slang and very informal wording as well as random capitalization, and excessive use of exclamation points.

Reserve quotation marks for direct quotes only.

Please *italicize* email addresses and do not underline or color text.

PHOTOS

A photo to accompany your update is appreciated. If possible, include your photo (full or original size) as an additional attachment to your update. If not, also send it to ***santanpress@tprcoa.com*** with the club name and month in the subject line.

Photos for the updates must be of **five** or fewer persons, and identified in the text along with any additional information about the photo. We encourage you to get prior approval of those identified, especially if it's only one person.

Photos for *A Snapshot of Life at Trilogy* section

For larger groups or to submit more photos (a maximum of three additional), send them to ***maryanneddy@cox.net*** and ***f.molleur@cox.net*** (not the *San Tan Press* email) with Snapshot of Life and the name of the club or group in the subject line, and add a caption as to what/when and names if five or fewer persons.

Please include in your submission or in a separate email, any changes to the club or group index pages in the *San Tan Press*.