PebbleCreek Quilters Club
Publicity Chair
Job Description

Summary: The Publicity Chair is responsible for submitting articles to the PebbleCreek post that inform the community about the community service, education and social events that PebbleCreek Quilters provice

Identify Events to Publicize:

- Monitor monthly education programs for unique and well attended classes.
- Collaborate with committee chairs such as education, gallery sales, veterans, and quilt show, opportunity quilt to promote and publicize the work being done.

Article Submission:

- **Print Deadline:** Noon on the 10th of the month prior to publication (if the 10th falls on a weekend, the deadline is noon the Friday before). If you know you can't make the deadline but may just be 1 days late, inform editorial@robson.com and let them know when you can submit.
- **Submission Form:** Preferred online submission via the Robson Publishing Editorial Portal.
- **Email Submission:** Send files directly to editorial@robson.com.
- **Word Count:** Limit articles to approximately 400 words or less.
- **Accuracy:** Writers must verify all names, titles, phone numbers, and dates before submitting. Include your name and phone number on the article.
- **"This Just In!" Section:** Restricted to events that missed the print deadline but occur before the next print edition, or critical updates/corrections to printed pieces.
- Email digital photos directly; never mail physical prints made from digital files.
- **Resolution:** Always select "original" or "actual" size when sending images from mobile devices or email clients. Include publication and article details in the email subject line.