



Submission Guidelines for College Hill Neighborhood Association Newsletter

The College Hill Neighborhood Association (CHNA) will consider for publication in its monthly newsletter events open to the general public. Please do not submit items that promote commercial products or services or political candidates or parties. All submissions must be approved by the CHNA Executive Committee before appearing in the CHNA Newsletter

Please submit your event to the CHNA News Team (newsletter@eastonchna.org) six weeks before the event and include the following information:

- Event
- Date
- Time
- Place
- Contact Person
- Contact Information (with e-mail address and phone number)
- Description (200 words or less)

Submit the information in plain text (no special formatting) as a Microsoft Word document (.doc) or as a text document (.txt). Copy may be edited for grammar and style.

Submit images as .jpg files no larger than 50Kb.