

Criteria for Submissions of Bios and Photos

● All bios must be created and sent as a Word document as follows:

1. Create your bio in a Word Document, with Arial font, size 16
2. Title and Save the document as follows:

First name Last Name, Article Title or Bio,

Date Example: **Nancy Brown, Bio, 2023-02-25**

3. Attach the Word Document to an email with the same title
4. Send to pubclublw@gmail.com
5. Bios will be used on our Website and in our annual *Village Stories*.

● All photos must be in jpg format ONLY and sent as follows:

1. Title and Save the photo as follows:

First name, Last Name, Photo, Date

Example: **Nancy Brown, Photo, 2023-02-25**

2. Attach the jpg to an email with the same title.
3. Send it to pubclublw@gmail.com