

How to Submit Items for the Trefoil Guild Website

The Trefoil Guild Website needs a constant supply of

- News articles
- Photographs
- Event dates

of local, regional, national and international activities etc. to keep the site active and up to date.

Please use the Website Pro Forma, which can be found on the Forms page of the website for all submissions.

Articles

- Articles should be no more than 250 words
- Should be submitted in WORD format
 - preferably by email
 - using the Website Pro Forma see the Forms page of the website
- If you don't have access to email send typed in Trebuchet MS, double spaced
- Try and send a couple of photographs with each article - see Photographs below

Photographs

- Send in high resolution, don't reduce pixel size the larger we get the more we can do with it
- Send a JPEG or GIF
- Title the photograph before sending
- Send name of photographer
- Make sure that
 - permission from all people in the photograph is obtained
 - parental consent is obtained if children are in the photograph
 - if you didn't take the photograph, the explicit permission of the photographer is obtained
 - every photograph used, is flattering to everyone in the picture
 - every photograph used depicts members engaged in an age appropriate activity

Event dates

Make a habit that as soon as you book a date for an event you send that date together with information about the event direct to the webmaster

- event date
- country/region, county or guild running event
- place