# EDITORIAL GUIDELINES

## *Lewisville Citizen* Newsletter

This is an outline for single submissions to the *Lewisville Citizen* community calendar.

**How to submit**: Material should be emailed to [vleasure@lewisvillenc.net](mailto:vleasure@lewisvillenc.net)
**Who can submit**: Non-profit and community organizations in Lewisville (e.g. churches, civic clubs, etc.)
**What can be submitted**: Free local events open to the public

Submissions must be within a 50-word limit* and include:

- Event title
- Date of event
- Time of event
- Location of event
- Sponsoring organization
- Brief one-sentence description of the event
- Contact information (either email or phone number)

**Any submissions missing required information or submitted past the deadline may not be published.**

*Anyone with longer submissions or submissions with multiple events may contact*
*[vleasure@lewisvillenc.net](mailto:vleasure@lewisvillenc.net) for guidance.*

More information:

- Offensive, profane, or otherwise restricted speech will not be published.
- Submissions are subject to grammar correction and editing for clarity.
- Submissions are accepted on a first-come, first-served basis due to limited space.
- Accepted material will only be published in the *Lewisville Citizen* newsletter.
- Advertisements are not accepted.