

# PITTSFIELD POST

A FREE NEWSLETTER BY COMMUNITY VOLUNTEERS

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## Submission Policies June 2023

Email submissions to: [pittsfieldnews@pnhcc.org](mailto:pittsfieldnews@pnhcc.org)

**Deadlines: Submittals must be received by noon on Friday prior to the week of publication.**

### The publication promotes:

- Pittsfield municipal and school activities
- Events in Pittsfield and/or sponsored by Pittsfield organizations
- Activities involving Pittsfield residents
- Businesses owned by citizens of Pittsfield or located in Pittsfield

Submissions must be signed and include contact information (authorship will be verified). **No submission is guaranteed publication.**

### General Submissions (limit 300 words)

Inform citizens of events, happenings, issues, and opportunities specifically about or affecting Pittsfield. They should be factual, specific, and clear. Preference is given to future events, with lesser emphasis on events that have happened in the past. All submissions must be civil and deemed appropriate by the *Post* content team.

### Opinion Submissions (limit 300 words)

Locally based political and opinion submissions are welcome and will be accepted based on review by the *Post* content team. Submissions must relate to activities, events, and elections that are specific to the Town of Pittsfield, Pittsfield School District, or locally based community organizations and businesses. Endorsements for declared candidates for elected positions within the Town of Pittsfield, and Pittsfield's elected representatives to the NH House of Representatives and NH Senate, are welcome and will be reviewed for publication during the two months prior to the associated, scheduled election date. Priority will be given to opinion submissions and candidate endorsements that are civil in tone and which describe the benefits and attributes of candidates or points of view.

### Feature Submissions (limit 500 words)

Provide information with specific and exceptional knowledge to inform readers about local topics.

**Births, Graduations, Marriages, Anniversaries, and Obituaries** Due to space limitations please be brief. Pictures are welcome and will be published based on space availability.

### Images, Pictures, Graphics or Artwork

Pictures must be in .jpg or .png format, accompanied by either a caption or article, and include a photo credit. Images, pictures, graphics or artwork conveying an opinion, including those submitted with an associated article or story, will be subject to the same guidelines set forth for general submissions, advertising policies, and advertising price rates.