

## **BP Member News Submission Guidelines**

Please follow the guidelines if you would like your listing included in the next Member News. Send your news to Ronni Komarow at [bpnews@bostonprintmakers.org](mailto:bpnews@bostonprintmakers.org) by the 25th of the month for inclusion in the next Member News.

Submissions may be edited for length, style or content. You must be a current, dues-paying member to list your news.

Please follow the format specified here:

**Name & Location:** Include your full name, city/town and state.

**Content:** Send information about current exhibitions, residencies, grants or awards or printmaking equipment for sale. We do not post information about art for sale or classes.

Provide an address, dates and times if you would like people to attend an upcoming event. example: Name of venue, physical address, exhibition dates—if already open list through month, list an opening or talk by date and time, gallery hours not necessary.

**Word count:** 150 words submitted as plain text in an email, or attached as a Word document.

**Image:** Submit one image in JPEG format (MUST be labeled with your last name\_first initial) as an attachment.

Caption: Include the artwork title and media in your email.

**Links:** If possible, include one link to the event and/or one link to your website.

Submissions MUST specifically follow the required format to be included in Member News.