The website is to provide the public with important and updated information. Keeping the website manager updated with any personally submitted events or news is imperative.

**News Request**
When sending a news request include important information i.e. Date the news worthy event took place, where it happened, who was involved, and if possible why it happened. After you have covered those basics you may then include a detailed write-up of the story.

**Event**
Event Requests must have a title, date, begin and end time of event, and location/venue of where the event will take place along with address. The request cannot be posted without these. Include a brief explanation of the event, no more 200 words. If the event will repeat add the repeat dates. If they are consecutive dates list them as MM/DD/YYYY to MM/DD/YYYY. If the event is weekly or monthly give each specific date.

**Photos**
Make sure to attach photos to the event or news request it needs to be paired with. All photos need to be in .jpg form and is has to include photo captions and photo credit. Any Submitted Photos that are not connected to an event or news story will need to have an explanation of why it should go on the website and where on the website it should go, as well as photo caption and credit.

**Suggestions**
Submit a suggestion about the websites content, pictures, or if anything should be added and it will be taken into consideration.