RIVER VALLEY RANCH

Please note: this form is due noon on Tuesday prior to the desired publish date. You will be contacted later that day with approval information.

Request for Newsletter Article Approval

Article Information

Date of Request: _____ Desired Publish Date(s): _____
Newsletter is published every Friday.

Member Name: _____
Last *First* *Member Number*

Member Email: _____

Select Which Section of the Newsletter You Believe Your Article Belongs:

☐ From the Ranch House ☐ Events ☐ Reminders and Highlights ☐ Fitness ☐ Community Announcements

Deadline for submission is Wednesday at noon. Would you be able to meet this deadline?

◯ Yes ◉ No

Member articles are limited to 150 word maximum. Would you be able to meet this criterion?

◯ Yes ◉ No

Brief Summary of Article Content (not the full article itself):

Admin use below dotted line

Approval to Publish

Approved By: _____ Approved Section: _____

Approved Publish Date(s): _____

_____
Date Approved *Signature*

Publication Decline

Declined By: _____

Reasoning/Comments:

_____
Refusal Date *Signature*