

MORRIS DAILY HERALD

1804 N. Division St. • Morris, IL 60450

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— A DIVISION OF SHAW MEDIA —

Send us your stuff!

The Morris Daily Herald is committed to being a local news source for the Grundy County area. We welcome information about your organizations and related events.

• Email us at news@morrisdailyherald.com or mail to 1804 N. Division St. P.O. Box 749 Morris, IL 60450 or call 815-942-3221 ext. 2049. **Email is preferred.**

What we look for in a news release:

- If you are looking to inform us about an event - either to get it in a calendar listing or to invite us to preview/cover it - let us know a few weeks in advance. The day before makes it hard to get covered, and we can't get it into a calendar listing. The more notice, the better.
- If you're contacting us about an event, we are looking for the name of the event, the date/time, location, who is involved, if there is a cost and who can attend. If it's an issue story, let us know what the issue is, who is affected by it, and where we can turn for more information.
- Spellcheck before you send us information. If you give a day and date something is happening (such as Thursday, March 13), please make sure the day and date match. Check spelling of names.
- If we need more information, who do we contact? Provide us with a name, phone number and email address - and make sure that person knows we may be calling, and what about.
- If you are going to attach pictures, don't send more than two or three. We don't have the space for a dozen photos - and emails with many pictures tend to clog up email accounts or not get through. Send us your best pictures, and include caption information for each photo (who is in it, where/when it was taken, etc). To reproduce well in newsprint, pictures should be at least 200 dpi. Cell phone pictures usually are not big enough and if possible, don't be afraid to take action shots rather than just posed pictures. Copying Facebook photos also results in the pictures being too small.

Tips to keep in mind

- Don't be afraid to call us to confirm we received what you sent in. Many items are emailed now; sometimes emails don't come through (gets caught in a spam filter, the email is too big, a letter is off and we never receive it, etc). We don't

mind phone calls to check that we received something, or to hear your personal pitch about why we should consider covering an event. Oftentimes, people assume we've received something and we haven't.

- In addition, if you send us something well in advance and don't see it for a bit, don't hesitate to call and remind us you sent it and of the event or registration date. We receive literally hundreds of emails a day and it is hard to keep track of them all.
- Please understand we can't make it to every event - but we want to share your news. You always are welcome to submit a write-up of an event, with a picture or two, for publication as space is available. My recommendation is to keep your write-up to no more 400 words.
- We prefer emails, as we can copy and paste your information into our files. This leads to fewer opportunities for errors in sharing your information, spellings, etc. When you bring in a hard copy of a release or brief, this increases your chances of it getting put in the wrong place or hands. In addition, it will likely take longer to get in because staff has to retype your release or brief into our system taking up more time.
- What you submit is subject to editing for grammar and available space. If you send us two or three pages of information, please know that it's unlikely all of that information will get in.