

DATE: August, 2011  
TO: ALL Staff, PTO and Booster Club Publicity Chairpersons  
FROM: Casey Mackert  
RE: Blue Streak News

Thank you for your past contributions to the Blue Streak News. Your cooperation is essential to our efforts. We have made a change in the process that we use for layout, printing and mailing of the Blue Streak News. We anticipate a seamless change, but thank you in advance to bearing with us if we have a few bumps along the way.

The following will save time and money in publishing the paper!

- All articles submitted should be typed in *upper and lower case* (please, do not use all capital letters – these will be returned for retyping). Articles can be submitted as an email attachment or on a disk. Word is the preferred program.  
Email to: sheakdenise@lakelocal.org
- All articles should be ready to submit for printing. Please read your articles carefully and make any needed corrections before submitting. **Please check spelling, capitalization, and punctuation carefully.**
- All articles and pictures **MUST arrive on or before the deadline listed below** otherwise there is no guarantee they will get published.

***Due to changes in the publication process, all school buildings are restricted to one page unless prior arrangements have been made.***

- Pictures tend to capture reader interest, so try to include them whenever possible. Verify that all students have a signed media release in their appropriate school office **PRIOR** to submitting their photo.
- **It will be at least two to three weeks AFTER the deadline before the paper is delivered.** *Please* consider this when including information on upcoming events.

The following deadlines have been set for this year's issues (*actual mailing dates are in parentheses*):

**September 16, 2011 (MAILED ON October 5, 2011)**  
**November 18, 2011 (December 7, 2011)**  
**January 20, 2012 (February 8, 2012)**  
**March 16, 2012 (April 4, 2012)**  
**May 25, 2012 (June 13, 2012)**  
**July 20, 2012 (August 8, 2012)**

Thank you for your cooperation in preparing the Blue Streak News.

