

Valley Life Coverage Information

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Email Information: Email press releases and or photos to qpemelton@themonitor.com or society@themonitor.com.

Deadline: 5 p.m. Monday for Sunday publication (preference is given to upcoming fund-raisers, events, workshops, etc, that need to be promoted. Send them as plain text within the body of your e-mail, not in an attachment. If sent as an attachment, be sure that it is in word document or PDF format. Include the name and phone number of the person submitting the press release in case more information is needed. Do not type in all upper case, and do not italicize or bold face anything. Early deadlines are necessary during holiday periods. Provide the Web address to the organization's Web site.

Photos: Photos should be sent in jpg or tif image file formats (do not send photos in word document).
Keep photos between 200-300 dpi resolution.
Identify everyone in the photo (first and last names) from left to right, front and back.

There is no charge for running press releases/photos of news events, community events, club events, church events, etc.