

**Snooze, Elks Magazine, Print (newspaper) Web Site Submission Form  
Vancouver Elks Lodge #823**

The requirements for submission to any of the above media outlets are similar. Each will have some differences, however. Articles for "In Your Neighborhood" in The Columbian, The Elks Magazine must be something the lodge is doing for some other group rather than an inner lodge activity. The Easter Egg Hunt for example was open to the public. Photos are not required but encouraged. The committee will write the article then ask the submitting person to verify accuracy before sending.

**Important: No beverages of any kind are to be in the photo.**

Date of submission: \_\_\_\_\_ Date of Event: \_\_\_\_\_

Presenting Committee: \_\_\_\_\_

Contact: Name \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Receiving organization: \_\_\_\_\_

Description of donation/presentation: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Name and title of those pictured (left to right) no more than 6:

_____	_____
_____	_____
_____	_____
_____	_____

Where was the event held: \_\_\_\_\_

How was the event funded: ENF Grant \_\_\_\_\_ Lodge Budgeted: \_\_\_\_\_

Other source of funds: \_\_\_\_\_

Please use the reverse side of this sheet or attach another for further information concerning the event.

Submissions must be current for the Columbian (a maximum of one week is ideal). Submissions are to be sent to Leonard Mills, at [mrmoon5764@gmail.com](mailto:mrmoon5764@gmail.com). Questions? Please call or text at 503-260-9727.

Elks National Magazine: Submissions must be within 2 weeks of the event occurring. Make sure you see the [Fraternal News Guidelines](#) for more information.

Photos for the Elks Magazine must be 1500 x 900 pixels or 72 ppi or better. (Think of a presentation slide size.)