

## MEDIA BOOK

### Guidelines for Unit, District and Division Media Books and Unit, District, Division Newsletter/Bulletin Books

1. The BOOK COVER may be no larger than 12' x 15' and may have a simple display title and/or Auxiliary logo.
2. The FIRST PAGE shall contain the following information:
  - A. (UNIT BOOK) Unit name, unit number, address and total Membership
  - B. Name, phone number and address of the Unit Public Relations Chairman
  - C. (DISTRICT BOOK) Name of Department, Division and District
  - D. Name, address, phone number of the District Chairman.
  - E. List total number of Units in the District and total District Membership
  - F.
  - G. (DIVISION Book) Name of Department and Division
  - H. Name, address, phone number of the Division Chairman
  - I. List total number of Districts and total Division Membership
3. THE SECOND PAGE should have a list of newspapers where the articles were published
4. THE THIRD PAGE may contain a TABLE OF CONTENTS if your Book has the following: newspaper articles, computer generated newspaper articles, web page, and radio and television news.
5. All articles shall be placed in chronological order starting with May 1, 2022 through April 30, 2023. NO COPIES ARE ALLOWED.
6. ARTICLES MUST RUN IN THE SAME DIRECTION
7. ONLY USE NEWSPAPER ARTICLES AND PICTURES (no photographs), and computer generated articles
8. Use tabs when having a Table of Contents for the different sections
9. All articles MUST have the name of the newspaper and the date of publication which appears on the page where the article was published. NO PAGE NUMBER REQUIRED.
  - A. The name of the newspaper and date must be placed above the respective article
  - B. Arrange press clippings according to date of publications (chronological order)
  - C. Use both sides of the pager
10. DO NOT FOLD anything. All items are to lay flat. Poster (no larger than 8x11). If larger, shrink original for copy to be 8x11. Type notes as to original size.
11. For newspaper clippings too large for the book's page, neatly cut and glue the remainder of the article along the first portion. This may mean that you may have to cut and paste the rest of the article in the same order.
12. The press clipping should contain only news of the Unit, County, District, Division, or Department only when the Unit is involved.
13. Page protectors may be used.

14. Include your Unit or District Websites. A separate page/section of the Media Book can show a printout of your Website. You should also notate the number of hits during the year and the dates of your website updates.

15. Include a CD disk with information used on the internet. Put this in a sleeve in the back of the Media Book.

PLEASE NOTE: Units, Always obtain 5 copies of articles so you can send one to your District, Division and TWO to the Department Chairman for the Department and National Media Books. These Articles should be sent every month.

FOR JUDGING:

1. Media Books must be sent to the Department Chairman, LaVera Davis, BY JUNE 1, 2023, 2943 Argonne Drive, North Chicago, IL 60064, 847-323-9894, [laverad@hotmail.com](mailto:laverad@hotmail.com)

#### GUIDELINES FOR UNIT NEWSLETTER/BULLETIN BOOKS

1. The First page of the entry must include the name and address of the Unit and the Unit Chairman and the total Unit Membership.
2. Dates must be May 1, 2022 to April 30, 2023
3. Put newsletters or bulletins in clear 3-hole punch sheet protectors and place in a 3-ring binder in chronological order, one newsletter or bulletin per sleeve
4. Do not highlight or underline any item.
5. No photocopies or actual photographs allowed.