

Guard Newsletter Check list

(Data contained in the newsletter is used to support the award of CG medals to our CG members.)

From the Chapter Captain after a CG event in their area:

1. In order to enter the correct documentation, a one (1) paragraph summary of the event containing a ***minimum*** of:
 - What** was the event? (*parade, display posting, etc.*)
 - What** was the sponsoring chapter?
 - When** did it take place? (*actual date*)
 - Where** did the event take place (*location*)
 - Who** was there? (*roster of uniformed CG members & F&D*)
 - Any** other news worthy information. (*VIPs, Special event, etc.*)
2. A group photo that shows all that participated (*need to see their faces*).
3. Above should be submitted within a week of the event (*unless close to end of quarter, then ASAP*). Exceptions will be made for events occurring after the deadline.



Dick Motz
WA St Color Guard
Newsletter Editor

From Anyone:

1. Any notable **Chapter CG News**. Be sure to include who/what/when/where, and a group photo.
2. Any other **SAR CG related** news you would like posted.

Articles Other than CG events, should be submitted within a week of the event (*unless close to end of quarter, then ASAP*). Exceptions will be made for events occurring after the deadline.

Acceptable formats:

- Each article must be in **MS Word** format (text only) preferred font is ***Calibri***.
- Any related photos are to be in ***JPG*** or ***PNG*** format.
- Formatting of the article is not required as it will be reformatted to fit space available.

Send to: the [Newsletter Editor](#)

Thank you, the editor.