

Following are suggested Outlook News guidelines for writing and submitting columns.

- Columns must be no more than 650 words in length and submitted as an MSWord document via e-mail to [editor@outlooknews.com](mailto:editor@outlooknews.com).
- Columns must include basic descriptions of events written from the perspective that readers are unfamiliar with the event and/or presenting organization.
- Columns must include ticket price and how to buy tickets; event dates, times and address of venue; and contact information (phone and e-mail) for reader questions.
- Columns must be complete when sent. Raw information about an event without an introduction or ending is unacceptable.
- All columns should preview upcoming events that will be held following a given publication date.
- Columns must be submitted no later than three weeks prior to the desired publication date.
- Columns may be edited at the discretion of *Outlook News*.
- *Outlook News* reserves the right to reject or request the submitter modify any material.
- Photographs may be submitted (JPEG electronic format via e-mail) and may be run as space allows.

Publication of columns is based on space availability with no guarantee that items will be published before the date of events referenced in the column