

## **Guidelines For Submitting Press Releases**

1. Press releases should be sent to the designated email listed on our website ([pressreleases@voiceofoc.org](mailto:pressreleases@voiceofoc.org))
2. When sending the press releases to our email, please include the name of your agency/organization in the subject line.
3. All press releases that are in PDF format must also be submitted with either a Word version of the PDF, or have the text embedded within the email.
4. Any images within the press release must be attached to the email and must include the proper citation.
5. Contact information must be included within the press release itself. Any contact information outside of either the PDF or Word document will not be included in the publication.