

Guidelines for Submissions for Web, Social Media, and News Content

Thank you for your interest in contributing a written work or multimedia piece to our web, social media and/or newsletter content. We at Take Back The Night, Respect My Red, and COS reach millions of students, educators, parents, and other groups in our efforts to promote safety, respect and wellness. Your submission is greatly appreciated. The following guidelines should be followed for your submission. We also ask you to sign and return the Agreement and Release below so that we are able to use your contribution in our newsletters, websites and other media and communication outlets. We reach over 5000 groups and schools, as well as over 5 million individuals with our communication channels. Because of our production schedule, submissions are needed several months in advance of publication. We reserve the right to edit submitted content for grammar, length, and content clarification. In providing your submission you are providing us with the unlimited, perpetual right to use the submission. Please email your submission to: contribute@takebackthenight.org if it is 5GB or less. For items larger than 5GB, please use this upload link: <https://campusoutreachservices.egnyte.com/ul/JNIlmGLfp3>

CHECKLIST FOR SUBMISSIONS: Please email k.koestner@campusoutreachservices.com with questions.

- **BIO:** Please email two versions of your bio (one of up to 200 words and the other of up to 60 words) no later than three months prior to your publication date.
- **HEADSHOT:** Email two high resolution headshots to accompany your bio no later than three months prior to your publication date. Photos need to be high resolution JPEGs with a minimum size of 2x3 inches. Please do not submit photos with anyone else in them or in clothing that would be considered “beach wear”.
- **PHOTOS:** Photos and/or art to be featured with the article must be submitted via email. Images need to be hi-res (200 DPI) and saved as JPEG with a maximum size of 8x10inches. All photos/art must have captions and photo credits when appropriate.
- **BREAKOUT INFO:** In addition to your article, please include additional information (websites, event dates, Twitter/Facebook URLs) you’d like to have featured.
- **SOCIAL MEDIA:** Please submit your social media handles on the release below so that we can promote you and you can promote your submission.
- **CONSENT:** Authors need to notify individuals or organizations referenced in your submission and/or whom are included in photographs and get their written consent for inclusion. We may ask you for proof of this consent.
- **WORD COUNTS:** Please adhere to the following word counts for the type of submission requested:
 - One-page articles: 400-425 words (one photo optional)
 - Two-page articles: 500-550 words (one photo needed)
 - Three-page articles: 800-900 words (two to three photos requested)
 - Four-page articles: 1,000-1,250 words (three to five photos requested)

Check-list: *All items are due 3 months prior to publication date in your initial invitation to submit.*

- 200 word bios & 60 word bio
- 2 headshots
- First draft due, including side bars and photos/artwork
- Signed Agreement

Submission Release and Consent Agreement

I, _____ (first and last name), hereby irrevocably agree and consent that Take Back The Night Foundation, Respect My Red, and/or Campus Outreach Services, and any of their affiliated organizations, (hereinafter collectively referred to as ORGANIZATION), may use all or part of the submission provided my me to ORGANIZATION; including, but not limited to written works, images, photographs, videos, audio recordings, artwork, podcasts, webinars, PowerPoint slides, hereinafter "SUBMISSION". I agree that ORGANIZATION may use these items for web, social media, newsletters, or other purposes of its choosing. I shall not now—nor at any future time—be entitled to, nor shall I make claim to: 1) any wages, royalties or compensation of any kind for my SUBMISSION as used by ORGANIZATION; and/or 2) ownership or executive interests in my SUBMISSION as used by ORGANIZATION. The rights granted herein to ORGANIZATION are perpetual, worldwide, and include the use of my SUBMISSION in any print, sound, digital or electronic medium available now or that may become available in the future including, but not limited to, print media, web media, broadcast television, radio, cable television, satellite television, the Internet, CD, and DVD.

No other agreement, statement, or promise not contained or referenced in this "Artistic Works Release Consent and Agreement" shall be valid or binding. ORGANIZATION is not obliged to make any use of my SUBMISSION or exercise any of the rights granted to it by this release.

All rights granted herein, by me to ORGANIZATION, as well as all terms of this agreement and consent, shall insure to the benefit of the successors and assigns of ORGANIZATION.

- I hereby agree to the terms of this Submission Release and Consent Agreement.
- I am at least 18 years of age, and am acting in my capacity as a legal adult in signing and agreeing to the terms in this Agreement.
- I am less than 18 years of age, and as a minor have the permission of a parent or legal guardian to sign and agree to the terms of this Agreement.

Full Name	Signature	Date
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(If applicable) Full Name of Parent or Legal Guardian	Signature	Date
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Street Address If not your current address for 2+ years, please list prior address

Apt./Unit #	City	State	Zip Code
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E-mail Address

Phone	Cell Phone
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Name/Title of Submission