



## CONTENT SUBMISSION FORM

### Process:

The requestor requiring a post contacts Palm Beach County Youth Services Department’s Communications Specialist, Erin Baker at [ebaker@pbcgov.org](mailto:ebaker@pbcgov.org) with the initial request. The Communications Specialist will gather requirements (via this form and additional follow-up if necessary), ensures the request adheres to the Birth to 22’s standards, obtains necessary approvals and makes the post(s) or publication(s).

### Guidelines:

#### **Content**

Contributed articles or write-ups, in order to be eligible, must complement Birth to 22: United for Brighter Futures’ Mission and goals, and be relevant. Palm Beach County Youth Services Department’s Communications Specialist will review all submissions for consideration.

#### **Images**

Please send the highest quality image possible. The following are tips to ensure images have the highest quality possible:

- If you use a camera phone, change the camera settings to the highest quality setting possible and export the image off your phone at full size.
- Do not edit the image by applying filters or effects. Images should not be altered for color, sharpness, size, and cropping or color mode. Do not increase the size of an image using software. This will not improve the image quality.
- Low light and moving objects can make photos blurry.
- Avoid using your camera’s flash; it washes out the image, creates dark outlines, and casts shadows. If your photo is too dark, try adding more light by opening blinds or moving closer to a window.
- Make sure the action is the focus of the image. Faces and images taken straight on (not from above or below) are the most engaging.

If you are submitting several images, use a file sharing service, such as Dropbox. Otherwise, attach them in an email.

### Required Information:

In order to proceed with the post and/or publication, the following information is **required**:

Publication:	<input type="checkbox"/> Social Media <input type="checkbox"/> Birth to 22 Newsletter <input type="checkbox"/> Other _____
Link (if applicable):	

Text (who, what, where, when, why and how):	
Date of post (if a specific date is applicable):	
Additional comments:	

**Requestor/Point of Contact Information:**

**Name:**

**Title:**

**E-mail:**

**Phone:**

**Organization:**

**Location:**