

Media Submission Guidelines

Thank you for helping us share news, events, and stories with our community! To ensure consistency, quality, and ease of use, please review the following guidelines before submitting materials for publication on the website or in the newsletters.

Weekly 360 – Events & Announcements

Submissions:

- Flyer: PDF format (8.5” x 11”); include PNG version if available
- Short blurb (2–4 sentences) with event details and purpose
- Registration link or website URL

Notes:

- Keep content concise and informational
- Ensure all event details are accurate and complete

Scouting Spotlight – Photo Recap & Highlights

Submissions:

- Photos: High-resolution JPEG or PNG
- Write-up (2–5 sentences) describing activity, participants, and impact

Notes:

- Prioritize action shots and engaging moments
- Include names, units, and context when possible

Flyer & Document Submissions

- Format: PDF (8.5" x 11")
- Content: Include all event details and proofread before submitting

Photo Submissions

- Quality: High-resolution JPEG or PNG only
- Captions: Identify individuals and event details
- Permissions: Ensure consent for all individuals pictured

Video Submissions

- Quality: High-resolution (1080p or 4K)
- Share via: Dropbox, OneDrive, Google Drive, or WeTransfer

General Notes

- Weekly 360 deadline: Friday to be included for the following week
- Scouting Spotlight deadline: Third Friday of each month
- Submissions may be edited for clarity, formatting, or length
- Incomplete submissions may delay publication

How to Submit

Send all materials to SDICCommunications@scouting.org

with Scouting Spotlight/Weekly 360 + Event name in Subject Line