

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 360 newsletters.

Flyer & Document Submissions

- **Format:** All flyers must be submitted as **PDF files** sized to **8.5” x 11”**.
- **Editability:** Please ensure your PDF is saved in an **editable format** (not flattened or image-only).
- **Content:** Flyers should include all necessary event details (date, time, location, contact information, etc.) Please proofread and correct any errors before distributing.

Photo Submissions

- **Quality:** Submit high-resolution images (JPEG or PNG only).
- **Captions:** Include captions with each photo, identifying individuals, event details, or any other relevant context.
- **Permissions:** Ensure you have consent/permission for any individuals featured in the photos.

Video Submissions

- **Quality:** Submit high-resolution videos (1080p or 4k).
- **Share via:** DropBox, One Drive, Google Drive, or another online large File share site (ex: WeTransfer).

General Notes

- Submissions may be edited for clarity, formatting, or length.
- Please submit materials by the requested deadline (Last Friday of each month for the Monthly 360) to allow time for review and distribution.
- Incomplete submissions (missing captions, low-quality images, incorrect file type/size) may delay publication.

How to Submit

Please send all flyers, photos, and captions to SDICCommunications@scouting.org.

For questions, contact SDICCommunications@scouting.org