



## Ocean State Traveler

### NEWS/EVENT/PHOTO SUBMISSION INSTRUCTIONS

Share news of your past, on-going or upcoming event with members of our Order! Simply follow these guidelines and mail or e-mail the necessary information (penmanship counts!) to the address below. Grand Lodge reserves the right to edit or reject all submissions. **DEADLINES: JAN/FEB ISSUE (12/15); MAR/APR ISSUE (2/15); MAY/JUN ISSUE (4/15); JUL/AUG ISSUE (6/15); SEP/OCT ISSUE (8/15) and NOV/DEC ISSUE (10/15).**

#### EVENTS

Please tell us about your upcoming events. If details aren't available yet, ask for a "SAVE THE DATE" listing!

**WHAT** is the event? A fundraiser, outing, dance, dinner, blood drive, testimonial, etc.

**WHERE** is the event being held? Give the complete address; directions or a map may be helpful.

**WHEN** is the event being held? Day of week, date and time. Is there a "rain date?"

**WHY** is the event being held? Special occasion? Annual event?

**WHO?** Is it open to the public or members only? Are there age restrictions?

**COST?** Is the event free? If not, what is the cost? Is there a deadline to RSVP?

**DRESS CODE?** Is there a dress code or suggestions? (This may be omitted if answer is obvious!)

**CONTACT?** Who do you contact (name, phone number, e-mail address, etc.) for more information or to purchase tickets or to RSVP?

#### PHOTOS

Black and white or color photos can be scanned and returned. Digital images should be e-mailed in the JPG format. Please provide a brief caption as well as the following information: when and where the photo was taken and identify persons featured in the photo. Photo with caption can be a stand-alone or accompany an article.

#### ARTICLES/NEWS

Submit news about what's happening at your Lodge/ Encampment/Canton! Perhaps you have a new member. Will you be conducting degree work soon? Maybe one of your members has done something noteworthy or been on a visitation out of state. Are you forming a committee and seek participation? Perhaps you'd just like to share something interesting with the readership. Our members hail from diverse backgrounds, so we're looking forward to receiving articles for consideration. We want to hear from every Lodge. Don't be left out!

#### SICK OR IN DISTRESS/OBITUARIES

Fellow members would like to reach out to those who are sick or in distress and those mourning the loss of a loved one. Please submit the name and the affiliation of the member and a mailing address (can be in care of the Lodge if privacy is an issue) for get well wishes. In the case of loss of a member, please provide pertinent information including a name and address for the family for condolences.

#### **SEND VIA MAIL OR E-MAIL TO:**

**GRAND LODGE OF RI**

PO Box 296

Bristol, RI 02809-0296

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