



Published by The Corcoran Neighborhood Organization

## Submission Guidelines and Deadlines

Since 1985, The Corcoran Neighborhood News (CNN) has been published by volunteers of the Corcoran neighborhood and hand-delivered to every household and business. Full of local information, news and events, The Corcoran Neighborhood News aims to keep residents informed about the happenings and issues in the Corcoran neighborhood.

The volunteer News Team meets monthly to work on the newspaper. To learn about upcoming meetings call 724-7457 or visit [www.corcoranneighborhood.org](http://www.corcoranneighborhood.org). The Team actively seeks:

- Submissions or ideas for articles
- Volunteer writers, photographers, and layout personnel
- Press releases on local events, issues, and news
- Opinion letters or input on the paper

### Submission guidelines:

- Contact is staff person Eric Gustafson [eric@corcoranneighborhood.org](mailto:eric@corcoranneighborhood.org) or 612-724-7457.
- Please notify us of your intention to submit before our Team Meeting. We'll respond with a firm deadline.
- Electronic format (MS Word) is preferred.
- Include complete contact info including name, address, phone number, and e-mail address. For events, provide location including the street address.
- Preference is given to voices and happenings within our neighborhood, whose boundaries are East Lake Street, East 36th Street, Hiawatha Avenue, and Cedar Avenue.
- Please be concise. The News Team reserves the right to edit for length any press releases received.
- Advertisers, please find rate info at [www.corcoranneighborhood.org](http://www.corcoranneighborhood.org).

### Key 2010 Dates:

Issue	Team meets	Ads due	Distributes
Feb	1/4	1/13	1/22
Mar	2/8	2/17	2/26
Apr	3/8	3/17	3/26
May	4/5	4/14	4/23
June	5/10	5/19	5/28
July	6/7	6/16	6/25
Aug	7/12	7/21	7/30
Sept	8/9	8/18	8/27
Oct	9/7	9/15	9/24
Nov	10/11	10/20	10/29
Dec/Jan	11/8	11/17	11/26