

OUT-LINES SUBMISSION FORM

***Required information**

Deadline Noon, on the 10th of the month.
Publication on the last Friday of the month.

*Name _____

Organization: _____

*Phone: _____

Additional information on the back of this form

Club Name / Article Title (required)

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145	146	147	148	149	150

PLEASE PRINT. Hyphenated words, date, time, phone number, money and abbreviations are counted as one word. Please limit your submission to 150 words.

Submissions may be emailed to Outlines@ventureoutmesa.com

Date & Time Submitted: _____

Out-Lines Submission Form.pub 08/2023

Venture Out-Lines

The Venture Out-Lines is published monthly. When you are looking at what to put in the Out-Lines, think about the next month plus two weeks (six weeks). Before ads are approved for publication, all room reservations and details must be confirmed by the Activity Office. By the 10th of each month, everything should be setup and all planning should be done for the following six weeks regarding fundraisers or anything requiring publishing.

Articles must be submitted by noon on the 10th of the month. Publication will be on the last Friday of the month.

***If any dates fall on a weekend/holiday, it will move up to the Friday before that weekend. Example; if the 10th is a Saturday or Sunday, your submission for the next publication will need to be in by noon on the Friday before.*

Submissions may be emailed to outlines@ventureoutmesa.com

IMPORTANT: Articles will be published in one (1) release. You must re-submit reworded articles monthly if you would like them to be in multiple publications.