

## NEWH Magazine Submission Form

Please fill out this form for the upcoming NEWH magazine by the given deadline. In the email, attach this form and all photos. If you are using a file-sharing site, please link in the email body or note that photos will be sent separately.

**Mark the section you would like to see this in:**

Who's Who (company and personal announcements)

On the Scene (chapter events)

Have You Seen (product submissions)

Include a brief description of your submission. For Who's Who, keep it under 100 words.

Write captions for all photos included in Who's Who and On the Scene. Captions must include first name, last name, and company name. All captions should start with the person on the left. If a caption is missing, the photo will not run. Please ensure captions correspond with the correct photo. (Example: Image: 1234.jpg: John Smith, Lighting Resource; Jamie Doe, Design Firm LLC; and Mike Thomas, Design Warehouse Emporium)

- \*For On the Scene: Include no more than 8-10 photos.
- \*Depending on space, not all photos will run
- \*All photos must be high-resolution, especially for products
- \*Complete this form, save, and email to [newh.magazine@newh.org](mailto:newh.magazine@newh.org)
- \*Email any questions to [newh@emeraldexpo.com](mailto:newh@emeraldexpo.com)