

## CHAPTER CHAT CONTRIBUTOR GUIDE (As of February, 2026)

**Publication:** Friday prior to the chapter meeting

**Submission Due:** Friday prior to publication

### 2026 Submission Dates:

- 2/20
- 3/27
- 4/24
- 5/22
- None
- None
- 8/21
- 9/25
- 10/23
- 11/20
- 12/23 (submission date change due to holiday)

### Chapter Chat Outline:

- President Message
- Chapter Meeting
- Events
- Classes
- Volunteer Opportunities
- News / Other Information (as applies)
- Master Gardener of Note
- Book Review
- Education Garden
- Learning Garden
- Plant Propagation Team

### Submission Guidelines:

- **Content:**
  - Up to 250 words (no minimum)
    - *Not including volunteer needs and upcoming events. Please separate this out. These will be included in “Volunteer Opportunity” and “Events” section. Will adjust as needed for section format.*
  - File Type/ Format: Typed in email or attached file
  - Formatting:
    - Plain text, basic font.
    - Standard character styles italics and bold, are okay. Hyperlinks are okay. (I cut and paste into Mailchimp and will do my best to ensure this transfers.)

- Author Credit: As applies, each section will receive an author credit. Please note your name and roll at the end of your submission.
- **Photos & Graphics**
  - Up to 2 photos
    - One photo will be placed at the top of the section. If there is a second, it will be included as it best fits.
  - File Type: JPG, GIF, PNG
  - File Name:
    - Photos: Group-MMYYYY (date representative of the edition they're intended for) Example: Learning Garden-032026. If more than one photo, include Photo(number). Ex EdGarden-032026-Photo1
    - Graphics: Use a description.
      - Let me know if it's a graphic that will continue to be used.
  - File Size: Mailchimp suggests a max of 1MB for images. If you aren't able to revise file size, I can.
  - Photo Attribution: Include in your content along with the filename if more than one photo.