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## NEED MORE INFORMATION

Additional guidelines are available  
on the Chaîne website under

### **Resources**

at

[www.chaineusa.org](http://www.chaineusa.org)

### **SOCIAL MEDIA ADVERTIZING**

Michelle Metter

Chargée de Presse National  
Publisher of *Gastronome* &

*Gastronome Extra!*

[metter@fastforwardevents.com](mailto:metter@fastforwardevents.com)

### **CHAPTER WEBSITES**

You are encouraged to help  
update your chapter's website.

For more information, contact  
the National Office at (973) 360-  
9200 or [www.chaineusa.org](http://www.chaineusa.org).

## **GASTRONOME & GASTRONOME EXTRA!**

are online!

Visit us at

[www.chaineusa.org](http://www.chaineusa.org)

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## **GASTRONOME & GASTRONOME EXTRA!**

SUBMISSIONS  
GUIDELINES



# **2018-2019**

## Submissions Deadlines

### Vice Chargé (e) de Presse DEADLINES:

NOVEMBER 15

FEBRUARY 15

MAY 15

AUGUST 15

Submissions to your regional presse officer must be made no later than the 1<sup>st</sup> deadline following an event.

### Submission Deadlines and Corresponding Publications

<u>Nov. 15 (2016) and Feb. 15 (2017)</u>	<u>GE! (June)</u>
<u>Nov. 15 (2016) and Feb. 15 (2017)</u>	<u>Gastronome (Vol. 2)</u>
<u>May 15 (2017) and Aug. 15 (2017)</u>	<u>GE! (December)</u>
<u>May 15 (2017) and Aug. 15 (2017)</u>	<u>Gastronome (Vol. 1)</u>

## Minimum Requirements

- 200-250 WORDS PER STORY
- 10-12 HIGH-RESOLUTION PHOTOS (1MB OR LARGER). PHOTOS SHOULD NOT BE ALTERED IN ANY WAY. (Photos of plate-ups, venues, and small groups are preferred. Do not send photos of people sitting at tables.)
- BAILLIAGE NAME
- STORY TITLE
- AUTHOR NAME, CHAÎNE TITLE, AND CONTACT INFORMATION
- VENUE NAME AND EVENT DATE (MM/DD/YY)
- SCANNED COPY OF MENU, PLUS MICROSOFT WORD VERSION OF MENU IN STORY DOCUMENT
- PHOTO ID LIST AFTER TEXT OF STORY IN MICROSOFT WORD WITH NUMBERS THAT MATCH THE PHOTO NUMBERS.
- IDENTIFY EVERYONE IN EACH PHOTO (CHAÎNE TITLE/FIRST AND LAST NAME), INCLUDING GUESTS, IN L-R ORDER. GROUPS OF 8+ DO NOT NEED NAMES. DO NOT USE TITLES SUCH AS "DR." OR DEGREES SUCH AS "M.D."

## How to Submit Bailliage Stories

Submissions must be sent to your regional presse officer on or before the deadline.

Please verify by what method your regional presse officer will accept submissions.

## Helpful Suggestions

Writers are encouraged to check the sample story as well as the spellings of Chaîne titles using the *Gastronome* links provided online in the Resources section at [www.chaineusa.org](http://www.chaineusa.org).

Using a professional photographer is encouraged. Stories cannot be used for *Gastronome* without 10-12 high-resolution photos, each at least 1 MB in size.

## Regional Stories

Regional Chapitre stories may not exceed 600 words and must have 15-20 photos by a professional photographer.

## Feature Stories

Feature stories may not exceed 600 words and must have 5-10 high quality photos at least 1 MB in size. Contact the editor-in-chief with your stories ideas about La Chaîne and food and wine.

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