



GRANGE REPORTER GUIDELINES

Every Subordinate Grange should have a Grange reporter, whose job it is to cover the activities of that Grange and forward that information in a clear and concise fashion to the Washington State Grange News and other publications that cover their community.

The following is a list of tips to better ensure your news story will be used in the Grange News, and your local publications. Also included are tips on photographs, again to make sure your contributions will be put to use and your Grange's activities will be publicized.



NEWS STORY CONTENT: The best advice is to keep it short, simple and to the point, and make sure it is newsworthy. Do not send meeting minutes to the Grange News, or any other publication. Rather, pick out the most important things within your meetings and write a brief summary of them. Be sure to include all names, and include the titles of the officers. If you perform community service or participate in a local event, even if it seems minor to you, write it up and send it around. You'll be surprised how much coverage you can get.

Remember:

1. Keep it short, concise and newsworthy. Content detailing totally internal Grange doings will rarely find its way into print.
2. Be thorough. Include the names of all participants and, in the case of officers or guests, be sure to include titles.
3. When possible, go to your local publication in person (this is especially effective in small towns serviced by a weekly newspaper). Introduce yourself to the editor and ask them what they look for in their news items.
4. **ONE OF THE BEST WAYS TO ENSURE A STRONG FUTURE FOR THE GRANGE IS TO MAKE SURE YOUR COMMUNITY KNOWS YOU ARE DOING THINGS FOR THEM. THE BEST WAY TO DO THIS IS GET YOUR MESSAGE OUT TO YOUR LOCAL NEWSPAPERS.**

PHOTOGRAPHS: We love to have photos from Grange events and activities. By following the tips below you run a very good chance of having your photo run in Grange News and other publications.

1. Color prints are good. Make sure the photos are clear and tell a story.
2. When taking photos of Grange events such as booster night where awards are given, it is best to get all the award recipients and the presenter together in one picture. Individual shots of people, especially if you submitting several, lower the chances everyone will show up in the publication.
3. If your camera has a date stamp feature that puts the date on the surface of each photo, **TURN IT OFF!** They detract from the photo and take a lot of work to erase in the computer.



DIGITAL PHOTOS:

1. Less expensive digital cameras do not save enough data for use in most publications. If you have a 3 megapixel camera or greater, and if it has settings, make sure it is set to take the finest quality and largest image size possible.
2. If the photo does not have our required resolution, it cannot be used.

WE CANNOT USE photos reproduced on a photocopier or printed on a color computer printer.

WE CANNOT USE still photos captured from most video cameras.