

a cheat sheet for non-profits

How to Get Your Event in *the manchester mirror*

*to get into Monday's paper, we need information by **noon on Saturday**

web address - <http://themanchestermirror.com>

email - themanchestermirror@gmail.com

Before the Event

Information About the Event

Email us basic info about event, how it differs from previous years' events (if it is re-occurring), how profits will be used if it is a fund-raiser, a short bio of your group, who to contact if a reader has a question, a quote or two about the upcoming event and your name and position in the group (or relationship to the event) by **noon on Saturday** at the latest to get into Monday's paper.

Photos of the Event

We need at least one photo to run with the article. A photo of a previous event, your group or even your group's logo will work. A high quality jpg works the best. Please include the name of the photographer (if known) so we can credit them in the caption.

Remember, you may want the article to come out earlier than a week before the event.

The best thing to do is to get info to us well in advance of this deadline so we have plenty of time to ask for clarification and additional information.

Advertising Policy

Because we are committed to running articles about Manchester's non-profit organizations, their events, and fundraisers for free, we do not offer discounts on paid ads to non-profit groups.

After the Event

Photos of the Event

If you have taken photos of your event, we would be happy to run them in the Mirror afterwards. Email us high quality jpgs with a brief description of the event. If people are present in the photos and you can identify them, please include their names in your email so we can caption them. Please also include the name of the photographer(s) so we can credit them in the captions.

Information About the Event

If your event had a result, we'd love to report that too. You can report to us about how much money was raised, how many people attended/participated, how people responded to the event, how everything compares to previous events, etc,

How to get your meetings onto our community calendar

Email the dates to us as soon as you know them for the year. Please include beginning and ending times (estimated ending time is okay), location of meeting with street address, and brief description of group and/or who is invited to meetings (are they open to the public?).