



Guide to the GFWC ~ WS Communication Tools



Our newsletter



Our web site



Our Facebook

Submitting information using the Five W's and an H

Your editor and webmaster are not investigative reporters so we hope you will use the five "W's and an H" to tell us your information. Here are some helpful tips!

Who: If a picture has a group of people, Does the group itself have a name you can share? If you want to list individual names, be sure to indicate left to right, back row, front row. If sending more than one picture, tell us what caption information goes with each .JPG number.

What: Tell us the activity or event a group or individual is participating in.

When: Date when the activity or event took place or will take place. If it is an upcoming event ... add the time if that is important.

Where: The location for the event. Local, statewide, national? If it is an upcoming event think about including directions.

Why & How: You may not need these if it is evident in the information in the first four "W's".

When should you send information ?

Newsletter Submit your information as soon as you have it, you don't have to wait for the deadline!

Spring: Article Deadline Feb 1
Publish Feb 15

Fall: Article Deadline Aug. 1
Publish Aug. 15

Summer: Article Deadline May 1
Publish May 15

Winter: Article Deadline Nov. 1
Publish Nov. 15

Web Site Submit your information as soon as you have it, It will be posted within a few days, often the same day!

Facebook Submit your information as soon as you have it, It will be posted within days, sometimes the same day! Comment and talk about events anytime.

The Newsletter Contact:
Kim Skagen, Editor
WashingtonClubwoman@yahoo.com

The Web Site Contact:
Rita Loseth, Webmaster
webmasters@gfwcws.org

Facebook Contacts:
Nancy Burdick
nancy.burdick@comcast.net
Kim Skagen
WashingtonClubwoman@yahoo.com

We ask that you remember, we are not investigative reporters, but we are excited to be your information editors and recorders!