



Guidelines for Submitting Information to DelawareGardenClubs.org

The purpose of this website is to share relevant and accurate information with members and fans of Delaware garden clubs in a visually pleasing format that is easy to use and access.

DFGC members are invited to contribute to the website by sharing upcoming events that non-members can attend, photos taken at your club activities and any other information that your club or committee would like to share. These guidelines have been created to help you do this, and we hope that you find them helpful.

ANNOUNCEMENTS, SUGGESTIONS, QUESTIONS:

Simply send an email to the webmaster, using the CONTACT tab in the header of this website (preferred) or email directly to DelawareGardenClubs@gmail.com.

DOCUMENTS and LISTS:

- **FONT:** Please use a non-serif font such as **Helvetica** or **Arial** to prepare any document that will be published on the website.
- **DOCUMENT FORMAT:** Many documents can be prepared in **MSWord** or **MSPub** on your personal computer or in **Pages** on your MAC.
- **FORM or LIST FORMAT:** Lists, forms or similar documents should be prepared using **Excel** on your personal computer or **Numbers** on your MAC to assure consistent alignment of columns.
- **DFGC LOGO:** The DFGC logo will appear on any document published on the website. To add it to your document, form or list, simply take a screen shot of the logo on our website and insert it in the document as an image. This is how the logo was obtained and attached to this document.

If you have any difficulty with adding the logo, the Website Chair will be happy to help you or may even add the logo for you.

- **SEND IT:** Please email your document, form or list to [DelawareGardenClubs@gmail](mailto:DelawareGardenClubs@gmail.com) in the format you used to create it.
- **FILLABLE PDF:** Any form you submit in fillable PDF format will be posted exactly as you send it, so please be sure that the DFGC logo is in the upper left corner of the page (as you see it here).

PHOTOS:

Photos for posting on the website must be emailed to DelawareGardenClubs@gmail.com in JPEG format with appropriate attribution, including at least the name of the photographer and/or the source of the photo.

NGC RELEASE — National Garden Clubs, Inc. requires a signed and completed [NGC Release for Publication and Website](#).

- 1) Use this form if you or someone you know took the photo or — at the very least, please save a copy of written authorization that was provided to you by email or text.
- 2) Some garden clubs maintain a file of signed NGC Releases for their members and even former members. If the photo you want to submit was taken by a garden club member, ask if the club has a release on file and include this info in the email.
- 3) The NGC Release is already on file for any photo published by NGC, including entries in the photo contests. These photos may be used if you provide the name of the photographer, “NGC Photo” and, if they are available, the title of the photo and a link to the original source.

If you want to use a stock photo, a photo with a Creative Commons license or any other source, please contact the Website Chair to discuss appropriate attribution.

All submissions for publishing on the DFGC website are subject to approval by the Website Committee. The Website Committee may reformat your document (font, margins, spacing) to be consistent with the format used throughout the website. No content will be revised without your approval.

Please feel free to contact me with your questions, comments or suggestions by email at DelawareGardenClubs@gmail.com and let me know in your email if the information you’re submitting is time-sensitive.

Last but not least, please always enter “DFGC Website” in the subject line of any email you send to the Website Committee.

Thank you!

Sandy Fitt

DFGC Website Chair