

# Liverpool Community News Submission Information

If you wish to submit information for publication on the City of Liverpool Community News web page then use the following criteria for a problem free submission.

There are two ways to submit information to be posted on the site:

1. The first way is to take the information to the Liverpool City Hall and give it to Terri White who will give it to the webmaster in charge of posting the information.
2. The second way is to send it in by email to the following address: [terriwhite@skynethouston.com](mailto:terriwhite@skynethouston.com) .

Whether you choose to send it by email or submit it in person, the form on the second page of this document ***must*** be filled in completely, for the section you are submitting to, before any submission will be accepted.

The following sections of the Community News page are currently open for submissions by the public:

- Birthdays
- Engagements / Anniversaries / Weddings
- Obituaries

All submissions that are accepted will remain on the site until the date of the event with the exception of Obituaries which will remain on the site for a length of time not to exceed 6 months. If you wish the Obituary you posted to be up for a period longer than 6 months then feel free to contact us and ask for a reposting of 6 more months once the first 6 have expired.

If you wish to post a photo along with your submission then please submit it along with the form on the second page. Please be sure to submit a ***higher quality photo***. Low quality photos may not look good once they have been processed for posting to the site.

We reserve the right to edit out any information in a post that we feel may compromise a person's safety or that of their family. All photos submitted will become the property of the City of Liverpool, so be sure to submit a copy and not an original.

This PDF's features have been extended so that you may type directly into the document using the typewriter tool in Adobe Reader and then save the document in order for you to submit it to us. You may acquire the latest version of Adobe Reader at <http://www.adobe.com> . Version 9.4 was used to create this PDF.

To use the Typewriter tool in Adobe Reader:

- Make sure you have opened this document in Adobe Reader by looking title bar for Adobe Reader
- Click on the "Tools" menu
- Slide down the menu & stop your cursor over "Typewriter"
- On the Menu that pops up to the side, then choose "Typewriter", your cursor is now set to Typewriter mode.
- Place your cursor over the place you wish to type and click once, and then start typing. Repeat this step for every place you wish to type information.
- Save the form to your computer using the "Save" command on the "File" menu (make a note of where you saved it) and then either print it out for in person submission or email it to us and don't forget the photo if you wish to post one.

## Submission Information Form

Please be aware, that if you are posting information about a person other than yourself and that person contacts us with a request to remove the post, we will comply with that request immediately.

**Your Name:** \_\_\_\_\_ **Your Phone #:** \_\_\_\_\_

**Date of Submission:** \_\_\_\_\_

Please fill in the above information and all of the information in the section below in which you wish to post a submission. Remember that all the information in that section must be filled in or the submission will not be posted. All information in the sections below refers directly to the person(s) about which you wish to post a submission. Only the information requested in the sections below will be posted.

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**Birthdays** Don't forget a photo if one is to be posted.

Name: \_\_\_\_\_

Birthday (only the Month & Day will be posted): \_\_\_\_\_

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**Engagements / Anniversaries / Weddings** Don't forget a photo if one is to be posted.

Name: \_\_\_\_\_ + Name: \_\_\_\_\_

Date of Event: \_\_\_\_\_

You may also include a small write up about the couple in this section. You may include this information on the third page of this form, on a separate sheet of paper or in the email with the rest of your submission.

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**Obituaries** Don't forget a photo if one is to be posted.

Name: \_\_\_\_\_ Date of their passing: \_\_\_\_\_

In this section you are also able to post a write up similar to those you would find in a newspaper's obituary section. You may include this information on the third page of this form, on a separate sheet of paper or in the email with the rest of your submission.

