
Communicator-Employee Newsletter Submission Guidelines

The **Employee Newsletter** (The Communicator) is a valuable resource for staying connected and informed about the incredible work happening across all our departments and offices. This newsletter is yours - let it reflect the stories, updates, and successes you want to share.

We encourage you to contribute content that showcases your team's efforts, celebrates achievements, and keeps everyone connected. To make it easy, we've set up a consistent submission schedule for you to mark on your calendar.

- **Submission Deadlines:** The newsletter is sent the first and third weeks of each month, with content due one week before.
- **Guidelines to Keep in Mind:**
 - Articles should be under 400 words. For longer pieces, include a brief synopsis with a link to full details.
 - Add high-resolution photos to enhance your content.

Send your articles to Communications@kentcountymi.gov with the subject line "Employee Newsletter." The Communication Team may edit submissions for clarity and prioritize placement based on space. Additionally, we may choose to feature them in other newsletters or share them on social media.

Start this year by sharing your story - we can't wait to hear from you!