

## NEWSLETTER SUBMISSION GUIDELINES

Newsletters are published in March, June, October and December. Submission deadlines: February 15<sup>th</sup>; May 15<sup>th</sup>; September 15<sup>th</sup>; and November 30<sup>th</sup> for issues published in succeeding months.

### **EXHIBITS:**

Beginning date - closing date

Name of Exhibit

Name of Museum

Name of city if not apparent from institution name

Telephone number

**Example:**

Aug 4-Nov 22

*Ralph Schwarz is a Philatelist! A Man and His Stamps*, Museum of Arts and Sciences, Daytona Beach. 386-255-0285

### **NEWS BRIEFS:**

**Names and Places:** Should include announcement of people who are promoted, ones taking new positions, institutions changing addresses, names or undergoing other transitions.

**Example:**

Holly Keris, Curator of Collections, Museum of Arts and Sciences, Daytona Beach

**Congratulations:** Includes institutional and personal awards, grants received, awards from state or national organizations, and any project that should be congratulated by other museum professionals.

**Example:**

The Museum of Arts and Sciences in Daytona Beach received a second \$360,000 award from the Root Foundation for endowment designed to off-set operating costs of the museum's new World of American Life and Times wing scheduled to open in October 2001.

**Acquisitions:** Includes announcement of new, outstanding or long-sought-after acquisitions.

**Example:** The Tampa Museum of Art was the unanimous choice to receive two huge prints by Florida naturalist photographer, Clyde Butcher. These prints were donated by Carlton Fields, P.A. in celebrating their 100<sup>th</sup> anniversary of service, who made the decision to give back to the community something that would represent Florida.

**Construction:** Should include new facilities, renovations, restoration or new construction.

**Professional Development:** Include announcements of workshops, seminars, grant deadlines, etc. of interest to Florida museum professionals.

**Job Announcements:** free for institutional members. Non-members - \$25 for first 50 words.

**Innovations:** Includes visionary/imaginative collaborations, exhibits, programs or other museum and cultural institution products and services that are potential precedents for others.

**Traveling Exhibits:** Include dates available, square footage required, security, shipping charges, any rental fees and contact information.