



Newsletter Submission Guidelines

The Farm-to-Chef newsletter is published electronically at the beginning of each month and welcomes submissions from members and others.

Please adhere to guidelines below and email to Linda.Piotrowicz@ct.gov no later than the 20th of the month for inclusion in the next month's newsletter.

Space is limited. The editor reserves the right to decline submissions for any reason. Copy may be edited for space, grammar, and/or clarity. All submissions become property of the Farm-to-Chef Program.

ARTICLES

- Only original articles relating in some way to CT Grown ingredients, producers, and/or local agriculture will be considered.
- Submissions should be informational pieces, not marketing materials.
- Length should be 500 to 750 words.
- One or two photos may accompany articles and should be sent as separate JPG files.

HAPPENINGS

- Event should relate to CT Grown ingredients, producers, and/or local agriculture.
- Include date, time, and location of event; price (if applicable); and contact information.
- Entire submission should not exceed 50 words or 400 characters (including punctuation and spaces).

HAVES/WANTS

- Postings must be for CT Grown items available or wanted during the next month.
- Include complete contact information including name, company, phone number, email, and website address (if applicable).
- Entire submission should not exceed 50 words or 400 characters (including punctuation and spaces).

JOB POSTINGS/POSITIONS WANTED

- Position should involve CT Grown ingredients and/or local agriculture.
- Include application deadline and contact information.
- Entire submission should not exceed 75 words or 600 characters (including punctuation and spaces).

MISCELLANEOUS ANNOUNCEMENTS

- Announcement should relate to CT Grown ingredients, producers, and/or local agriculture.
- Include contact information.
- Entire submission should not exceed 60 words or 480 characters (including punctuation and spaces).