

# The Most Important Elements of Being a Good Club Reporter

## The *Grand Square* Club Article Checklist

**DO** have the article be a team effort. Ask for input. Stay informed and up-to-date.

- ✓ Have your club's Sunshine/Good & Welfare chairperson stay in touch with you. Have club members notify you of birthdays, anniversaries, births, deaths, moves, retirements, interesting vacations, and other special life events and milestones.
- ✓ Have the appropriate club officer inform you when there is a new member (with the correct spelling of the name).
- ✓ Have the Class Coordinator give you a list of the graduating class (with the correct spelling of the names).
- ✓ After a successful raid, have the Raid chairperson give you the particulars (might include club's name, date, caller, special theme or happenings, number of members on the raid).
- ✓ Include club events of note since the last *Grand Square* issue: dinner-dances, special themed dances, demos, picnics, student dances, barn dances, how your class is coming along... Mention special guests you have hosted.
- ✓ Include your club's accomplishments: classes and graduations, participation in the "One Square is Fair" program, completing the NNJSDA raid program.

**NOTE:** To keep your news current, sometimes you must presume about the success of an event that will occur between the deadline and distribution of an issue.

**DO NOT** use the article for advertising future events; that's why your club has flyers and *Grand Square* ads. Advertising will be edited out of your article. The only exception is a quick mention of a special upcoming event and then referring your readers to your club's ad or a specific person for details.

## Article Format

**File** → **Page Set-up** → **Margins:**

Top 1", bottom 2.5", left 1", right 2.75". This is a full *GS* page, and it makes it easier to see how long the article will be. Follow *GS* Editors' policy re: length of the article—it varies when the club map is being run.

**Format** → **Paragraph** → **Indents and Spacing** →

- ✓ **General** → **Alignment:** fully justified
- ✓ **Indentation** **0" Left** and **Right**
- ✓ **Special** → **First Line** → **By** → **.25** (or **.25 tab** at beginning of each new paragraph)
- ✓ **0" Space Before** or **After** paragraphs
- ✓ **Line spacing** → **Single**

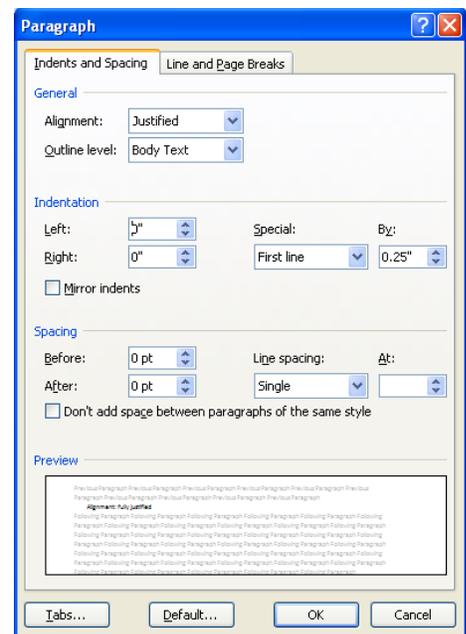
**Font:** Times New Roman, size 10

- ✓ Only one space between sentences
- ✓ Hyphenate "dinner-dance", and NOT "website" (one word).

**Time style:** use **am** and **pm** (one space between numbers and **am/pm**, no periods, no caps)

**Phone number style:** use xxx-xxx-xxxx, not Parentheses

**Internet/Websites:** DO NOT bother to use *HTTP://www* in website addresses—it is no longer necessary to type them, and they waste space in the article/ad; they also confuse the eye and make it harder to read correctly. DO use upper and lower case—*NJSquareDancers.com* instead of *njsquaredancers.com*. It makes it easier to read and remember them, and doesn't matter when typing them on the Internet—only passwords are case-sensitive, not website addresses.



**Paragraph Formatting Dialog Box.**