



VILLAGE NEWSLETTER GUIDELINES

Purpose

This administrative policy establishes guidelines for the use of the Village newsletter, currently titled the Tarrytown Link, for promotion of Village and community-wide events.

Scope

This policy applies to all organizations wishing to avail themselves of the opportunity to publicize events via the use of the Village newsletter.

Guidelines

The event/information to be publicized must be from or benefiting an organization or group within or relevant to the Tarrytown and Sleepy hollow communities. No events that are religious or political in nature will be promoted in the Village Newsletter. Event inclusion will be monitored by the Village Administrator or his/her designee.

The Village Newsletter will be published the Friday after every Regular Board of Trustees meeting, twice per month. Organizations wishing to submit an event for inclusion must do so the Wednesday before publication. Submissions should be sent to newsletter@tarrytownny.gov and should take the following format:

You may submit a flyer (jpg or png) or text in the format below:

Title:

What: [Limit description to 100 words or less]

When:

Where:

Contact: [Name of organization/ individual, phone, email]

Submissions included in this listing are intended solely to inform of events and info of general interest to subscribers in Tarrytown and Sleepy Hollow. No events that are religious or political in nature will be posted. The Village of Tarrytown does not necessarily endorse, support or take any position with regard to organizations or entities whose events and/or activities are listed. The Village makes no representation as to the accuracy thereof, nor does it assume any liability in connection with same. The Village reserves the right to reject submissions if the proposals received are not timely or do not adhere to these guidelines in part or in full. If submitting a flyer or information, please consider submitting a translation in Spanish as well.

The Village of Tarrytown does not discriminate upon the basis of race, religion, gender, gender identity, marital status, national origin, age, mental or physical disability, sexual orientation, source of income, or other protected status under applicable law.