



Content  
Submission

# ROCKET REVIEW

PROVIDENCE SPRING ELEMENTARY

## What is the Rocket Review?

The Rocket Review is a monthly publication compiled by Providence Spring Elementary PTA volunteers for the purpose of communicating school-related events and information to parents, students, teachers, and staff. The Rocket Review is sent via email on the last Friday of each month to PSE LISTSERV subscribers. See below for the Publication Schedule.

The Rocket Review is also available on the PSE PTA website: <http://ProvidenceSpringPTA.weebly.com>.

## How to Submit Content

Email content to Jennifer Putnam at [jenniferputnam07@yahoo.com](mailto:jenniferputnam07@yahoo.com) before 5PM on the MONDAY before publication. See below for the Publication Schedule

### Format

Text must be in a format that can be copied (i.e. Copy and Paste). For example, as the text in an email, as a Microsoft Word document, or as a Text (\*.txt) file.

### Including Images

If you'd like to include photos, logos or other specific items, please attach high resolution individual files to your email.

### Contact Information

Whenever possible, please include a contact name and email address within each article.

### Editing

Please proofread your content before submitting. In addition, the Rocket Review editors and PTA Executive Committee may edit submissions for brevity, clarity or unsuitable content. When you submit your content, you may request to receive a preview of it before publication.

## Publication Schedule 2019/2020

PUBLICATION DATE	CONTENT DUE (by 5pm)
Friday, September 27th	Monday, September 23rd
Friday, October 25th	Monday, October 21st
Friday, November 29th	Monday, November 25th
Friday, December 20th	Monday, December 16th
Friday, January 31st	Monday, January 27th
Friday, February 28th	Monday, February 24th
Friday, March 27th	Monday, March 23rd
Friday, April 24th	Monday, April 20th
Friday, May 29th	Monday, May 25th

