

# GreenBuildingNEWS

design+construction+operations

## **People in the News Submission**

Let others know who has been hired, promoted or has an exciting announcement by submitting information for consideration on our website/newsletters. Make sure to include information with the individual's current and past roles, as well as major accomplishments, projects and educational credentials.

## **Suggested Length**

200-300 words

## **Photos/Graphics**

Color headshots are required for our People in the News section. Files should be submitted via email in a .JPEG, .EPS or .TIFF format. All photos must be at least 300 DPI in resolution, at least 1MB and 800 X 445 pixels/inch.

## **Submission Guidelines**

We prefer to receive documents via email as a .doc file. Be sure to include complete contact information with your submission. Photos may be submitted via email. For large files, we accept links to Dropbox or other online file-sharing sites.

## **Send Materials to:**

Torrey Sims  
Managing Editor  
torrey@emlenmedia.com