

eBlast and InTune Specifications and Deadlines

DETAILS/GUIDELINES for submitting eBlast and InTune articles:

- **Articles** may be submitted as an MS Word document (preferred) or in the body of an email. They should be emailed to eblast.editor@gmail.com on/before/no later than the deadline stated in the reminder.
- Submitting articles *after* the deadline **will exclude** them from being featured.
- **Photos** (with no captions) should be attached to your email as separate jpeg/jpg/png/pdf files. (*Please attach photos in **one format only** with no captions.*) The editors reserve the right to crop/reduce the final size of your photo to fit the publication. **Due to space restrictions, if multiple photos are submitted, it is unlikely we will use them all.**

REGION 13's eBlast – What / Why / How / When

- The **eBlast** is one communication tool **used by R13's RLT only** to provide *urgent* and *timely* information, including convention information, to all Region 13 members.
- Flyers containing information about chorus shows and fundraisers may also be shared in the eBlast.
- **Reminder:** Two weeks before the deadline for submitting **eBlast** articles, **R13's RLT only** will receive an email notification reminding them to submit their articles promptly by the stated deadline. If photos are submitted with your email, please use **one format only** as jpeg/jpg/png/pdf files.
- **Only one reminder per issue will be sent.**
- **Completed Edition:** The completed edition of the **eBlast** will be emailed monthly (or as needed) to all Region 13 members by **R13 Communications** as shown on the schedule below.

REGION 13's InTune – What / Why / How / When

- The **InTune** is another tool used to communicate with Region 13 members.
- **Reminder:** Two weeks before the deadline for submitting articles for the **InTune**, **all R13's choruses, quartets, and RLT members** will receive an email notification reminding them to submit their articles promptly (**200-word limit**) before the stated deadline. If photos are submitted with your email, please use **one format only** as jpeg/jpg/png/pdf files.
- **Only one reminder per issue will be sent.**
- **Completed Edition:** The completed edition of the **InTune** will be made available to all Region 13 members by **R13 Communications**. Its contents could include the following:
 - **January's edition** of the **InTune** may contain end-of-the-year chorus and quartet updates, as well as any up-to-date information from our Region Leadership Team (RLT).

2025-2026 eBlast and InTune Schedule

2025

Editions	Email Reminders	Deadline	Publishes on or before
Jan InTune*	Jan 2 (to RLT, Choruses, Quartets)	Jan 16	Jan 25
Jan eBlast	Jan 2 (to RLT only)	Jan 16	Jan 25
Feb eBlast	Feb 1 (to RLT only)	Feb 15	Feb 25
Mar eBlast	Mar 1 (to RLT only)	Mar 15	Mar 25
Apr eBlast	Apr 1 (to RLT only)	Apr 15	Apr 25
May eBlast	May 1 (to RLT only)	May 15	May 25
Jun InTune**	Jun 1 to ALL R13	Jun 15	Jun 25
Jul eBlast	Jul 1 (to RLT only)	Jul 15	Jul 25
Aug eBlast	Aug 1 (to RLT only)	Aug 15	Aug 25
Sep eBlast	Sep 1 (to RLT only)	Sep 15	Sep 25
Oct eBlast	Oct 1 (to RLT only)	Oct 15	Oct 25
Nov eBlast	Nov 1 (to RLT only)	Nov 15	Nov 25
Dec eBlast	None	None	Unless Needed
2026			
Jan InTune**	Jan 2 to ALL R13	Jan 16	Jan 30