

## Greater Park Hill News Team

**Newspaper Manager:** Manages classified ads, runs credit card payments, organizes meetings with the newspaper team, answers GPHC newspaper phone, responsible for distribution, manages newspaper volunteers. Issues regarding newspaper distribution, classified ads or newspaper staff should be brought to the attention of the Newspaper Manager. Position held by Melissa Davis [newspaper@greaterparkhill.org](mailto:newspaper@greaterparkhill.org)

**Editor:** All story ideas, corrections, events, etc. should be brought to the Editor. Other than the Editor, no person has the authority to guarantee a story or event will be published in the newspaper. The Editor has final say on content. Position held by Cara DeGette [editor@greaterparkhill.org](mailto:editor@greaterparkhill.org)

**Art Director:** Works closely with the Editor to design and layout the newspaper. Works with the ad director on ad-related issues, and newspaper manager on printer-related issues. Position held by Tommy Kubitsky - [design@greaterparkhill.org](mailto:design@greaterparkhill.org)

**Ad Sales Director:** Sells advertisements for the paper. Paper length each month is based on amount of ad space sold. Any questions about ads should to the Ad Sales Director. Position held by Melissa Davis [newspaper@greaterparkhill.org](mailto:newspaper@greaterparkhill.org)

## GPHN Editorial Protocols

- Our goal is to make the GPHN a lively, interesting and relevant newspaper, reflecting the values and current events of the Greater Park Hill Community and neighborhood. We welcome contributions, and strive for inclusion and community engagement. We are currently at 13,000-circulation with readership est. 40,000-plus, delivered via the blockworker program to residences in Park Hill, as well as businesses in the neighborhood and surrounding areas. The editor makes final determination of what appears in the newspaper. If you are interested in submitting a story or idea, contact the editor for guidelines.
- GPHC-sponsored events and local news receive priority for coverage in the newspaper. In addition we are committed to providing coverage of Greater Park Hill Community and board meetings, and of governing bodies and events that impact our lives and community. We are always looking for new and interesting ways to cover these, and other topics, particularly as they relate to Park Hill.
- If you are interested in writing a news or feature story, or opinion column, contact the editor. Deadlines for submissions are the 15<sup>th</sup> of each month, for the following month's issue.
- The editor does not keep regular office hours at the GPHC office, and her primary means of contact is via email, [editor@greaterparkhill.org](mailto:editor@greaterparkhill.org), and cellphone, 720-979-4385. All story ideas and news tips should be sent to her at [editor@greaterparkhill.org](mailto:editor@greaterparkhill.org). We attempt to respond to email correspondence in a timely fashion, but understand that email is not always the most reliable form of communication. In the event you have not received a response to an inquiry, please follow up with a phone call. We want to connect.
- If someone contacts you to talk about, compliment you or criticize a story in the GPHN, always encourage them to write a letter to the editor and/or post a comment to the story online. If they have concerns about a story or opinion that has appeared in the newspaper, please encourage them to contact the editor to discuss.
- We strive for accuracy, but know occasionally we can get something wrong. If an inaccuracy is brought to your attention, contact the editor immediately, or have the person who complains of an inaccuracy contact the editor to arrange a correction or clarification if warranted.

- Consider buying an advertisement in the newspaper and urging local businesses to advertise; it supports the organization, and is the best way to ensure your announcement or business reaches readers.