

CONTRIBUTING AUTHOR AGREEMENT

CHANNELPOOLE is a network of social media channels designed for residents of various communities around the world. Our mantra, “*Tune In*”, is derived from the site’s purpose, to highlight and focus on the many positive things about our communities.

If you have a great talent for writing and would like to share that talent with our readers, we invite you to submit positive articles (news, features, commentaries, editorials, opinions, etc.) for posting consideration on one or more of our websites. Please understand that **CHANNELPOOLE** reserves the right to refuse or accept your articles. Unfortunately, we are not able to reply to each submission. However, if your article is accepted for posting on our site, you will be notified by email of the beginning and posting period for the article.

Therefore, it is extremely important that you provide us with either an email address or telephone number. "Snail mail" (US Postal Service) will not be used in communicating any response to prospective writers.

SUBMISSION GUIDELINES:

- 1) As the writer, you are solely responsible for insuring **CHANNELPOOLE** that you are the author of the article, and that your information is factual and accurate. You will be given the byline for your article. Therefore, the content will be solely your responsibility.
- 2) In no way are you considered an employee or legal representative of **CHANNELPOOLE**. Your submission is strictly on a volunteer basis. By your submission, you are automatically giving us permission to post your work on our site. You retain all intellectual property rights to your work. Cross posting is allowed.
- 3) **Compensation:**
Channel Poole is offers each contributor multiple forms of compensation.
 - a. **Exposure:** **CHANNELPOOLE** receives thousands of visitors. Your writing talent is being exposed to a wider audience of readers and you have an opportunity to inform and influence them through your writing.
 - b. **Advertising and Promotion:** **CHANNELPOOLE** is part of a network of sites. We provide free network advertising and promotion for all our contributors. (advertise your book, product, service website, etc.)
 - c. **Intellectual Property Ownership:** You retain intellectual property rights to your post however, once commented on by the community at large, the conversation becomes property of **CHANNELPOOLE** and your comments must stay posted regardless of your participation status.
 - d. **Non-Exclusive Posting:** **CHANNELPOOLE** allows cross posting of your articles and comments to/from other blogs and website.
 - e. **Deadlines and Commitments:** There are none 😊
 - f. **Monetary:** **CHANNELPOOLE** is new venture and therefore no monetary compensation is offered by us or any of our associate companies at this time.
- 4) Articles must be positive and informative, highlighting and focusing on the many positive things about our city and its people... (For example, key appointments, promotions, achievements in all professions). Feel free to browse our website for examples of the kind of materials we post.

channelpoole.com

- 5) Articles must be submitted grammatically correct and error free of typos, etc. *(Remember, your writing is a representation of you).* We are using the WordPress format.
 1. Articles should be submitted by posting through your online account,
 2. Email as an attachment in Microsoft Word or Rich-text format.
- 6) At the end of your article, please you can place marketing information and contact information including links to your website. If you have a desired heading for your article, you may include it. However, it will be subject to our copy editing approval and possibly changes based on the needs and structure of our website.
- 7) Please DO NOT submit your only copy of the article, for we are not able to return any materials.
- 8) Photos are welcome. Each person in the photo must be correctly identified. Please note: THE RESPONSIBILITY FOR SECURING PERMISSION TO USE PHOTOS SUBMITTED WITH YOUR ARTICLE IS THE SOLE RESPONSIBILITY OF THE WRITER (AUTHOR). **CHANNELPOOLE** does not assume that responsibility.
- 9) You will have a contributor account on one or more of CHANNELPOOLE's media channels to submit your articles

DISCLAIMER:

CHANNELPOOLE reserves the right to refuse any articles and/or materials submitted for posting. Any articles and/or materials posted on **CHANNELPOOLE** is the responsibility of that individual or author submitting it. Responsibilities include, but not limited to, accuracy, facts, figures, spelling, names, legalities, royalties etc. The writer (submitter) must understand that **CHANNELPOOLE** is not liable for any legal claims that may result from any submitted material that is posted on its site.

ADDITIONAL COMMENTS: CHANNELPOOLE and its partners and associates are committed to accentuating the positive about your great city and its people. Your articles, if accepted for posting, will be a welcome asset in our efforts to promote "**The Best of Your City.**"

TO BE CONSIDERED PLEASE FOLLOW THESE STEPS:

1. Send a current bio and High Res picture to tunein@channelpoole.com
2. Send 2 links or writing examples
3. Please scan signed copy and email.

CHANNELPOOLE CONTRIBUTING AUTHOR

City applied for : _____

By: _____

Date: _____