

## WFWP USA: Logic of Love News is looking for writers!

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Make your voice heard! The editorial team of the Logic of Love Newsletter is looking for interested writers who would like to contribute to the growth of this valuable publication. We are looking for positive and uplifting stories based on a variety of topics that WFWP USA is concerned with, such as women's leadership, peace-building, reconciliation, family values, health and spirituality and tributes for Mother's day, Father's day, and other holidays/celebration days. Our newsletter has more than 2,000 subscribers in the United States and around the world and we wish to offer high-quality content. If interested, please contact us at [newsletter@wfwp.us](mailto:newsletter@wfwp.us). We may request samples of your writing and the decision to publish a submission is based on the editorial team.

If you would like to write about event(s) hosted by your chapter please let your local Chairwoman know your interest. Click on the button below for guidelines on event reporting for WFWP.

Articles for the WFWP newsletter are submitted by volunteers. We would like to thank and appreciate all our writers throughout the years for sharing their ideas, activities, and events in writing with our national and worldwide audience!

[How to Write a WFWP Article : Click here to access the PDF](#)

## How to Write a WFWP Article About an Event By WFWP USA

### Modified from WFWPI guidelines

Editor's Note: Articles for the WFWP newsletter are submitted by volunteers. We would like to thank and appreciate all our writers throughout the years for their extra work in sharing their ideas, activities, and events with the national and worldwide audience!

Below are the basic guidelines for writing an article about an event:

#### 1. Designate a “Reporter” Before the Event

- Just as you already designate speakers, MC, Hospitality, photographer, etc. it is important to have one (or multiple!) designated as an “event reporter.” They will attend the program, take notes, take high resolution photos, collect quotes (possibly brief interviews of participants or speakers), and be responsible for submitting the article.
  - *Tip:* Don't be afraid to ask a new person or organization if they can be a designated reporter! We've noticed that people are more likely to agree to a task when asked, and it allows them an opportunity to serve and be included into your community.
- We suggest having a preliminary conversation with the reporter to clearly convey the expectations (deadlines, take photos, follow content guidelines, etc).

#### 2. Reporter's Duties at the Event

- Attend the program
- Take notes at the event.
  - Outline main program, describe activities, main speakers' message(s), feel of the event
- Interview main speakers or attendees (to be used as quotes in your article)
- **Please send pictures as attachments.** If the pictures are embedded in the documents please send them as attachments as well. The quality is better!
- Take high resolution photos!  
Photos with high resolution not only helps the WFWP website maintain professionalism but is vital to showcasing your event well to the public.
  - Ideal photos include clear resolution, bright lighting, smiling faces, and group photos where everyone is posing with a smile. Action shots are welcome as well but may be more difficult to capture.
  - For virtual events, please still take photos by screenshot. We recommend leaving time at the end of a virtual event to take a screenshot all together.

#### 3. Write the Article:

*\*Articles should be submitted in understandable American English.*

- Introduction
  - Answer the five W's (who, what, when, where and why).

- Always include the location, the date of the event, the number of participants (and countries), what the event was about, and why it was held.
  - Body
    - Ask yourself: In what way was this event impactful or influential? What was the most interesting or exciting part? What was the highlight or take away? Also, interview a few people about what they thought was the most significant part of the event.
      - Write in short sentences.
      - Generally, use the past tense.
      - Highlight your VIP and special speakers.
      - Include quotes from the speaker or guests who attended the event.
      - Make the event/project relevant. Be clear about what problem is being addressed and why this program addresses it.
  - Concluding Summary
    - A short, catchy synopsis of big takeaways and any planned follow-up.

#### **4. Check to See if it Meets the Content Guidelines**

- No less than 300 words, and no more than 800 words.
- Written as an article, not as a report (suggested to include quotes from speakers and guests, describe the significance/impact of the event).
- Written in American English and proofread before submission (grammar/spelling/fact checking).
- Include 3-5 quality photos of the event/topic.
- Also Includes:
  - Name of the event
  - Full name, title, and affiliated organization for any people mentioned in the article
  - Number of participants
  - Date of the event
  - Location/Venue
  - Sponsors of the event
- Please make sure that your article's topic is acceptable content:
  - Topics relevant to the vision and mission of WFWP,
  - Focused on WFWP activities or areas of focus,
  - Events co-sponsored by WFWP and other organizations.
  - Reflection pieces from WFWP members or affiliate members on events attended that were not sponsored or co-sponsored by WFWP.

#### **5. Submit Report**

- Attached as a word document or shared as a google doc to the chairwomen of your chapter chairwoman and to [newsletter@wfwp.us](mailto:newsletter@wfwp.us).

- Send pictures as attachments.
- To see past newsletter articles for reference please visit <https://www.wfwp.us/news>.
- Be prepared for questions and feedback and to review edits from the Logic of Love newsletter editor within a few days.

Thank you so much for your hard work and dedication in making WFWP a reputable NGO.