

# SOP: Regional Reports (RR) Section

## Publication Schedule 2025

**Submissions are requested by the 15th of every other month. This means giving your content providers an earlier deadline or they surely will be late.** For example, January/February issue is due by October 15th, March/April issue by December 15th. Every RD and club president should be able to compile a brief report on their club/region; there's enough activity to put together some news and pictures.

- January/February: Southwest Region
- March/April: North Central
- May/June: South Central
- July/August: Southeast
- September/October: Northeast
- November/December: Northwest

## RR Space Requirements

- Standard layout: 1 page with 600 words, 2-3 photos
- QR codes will replace long links, so only send links for a stable web page
- Contact the editor IMMEDIATELY if you need more than 1p. so we can plan accordingly.

## RR Creative Ideas

- Brag on your region's clubs!
- Develop engaging narratives
- Inject regional personality, quotes from members
- Let Editor know if a club/member should be featured in the Philanthropy Spotlight or a Member Spotlight to keep the regional theme going for the issue - and why.

## RR Photo Guidelines

Recommended shots:

- Group photos
- Aerial/panoramic views of concours/cars gathered
- People with their cars at events
- Previous years' photos are acceptable for upcoming annual events

## RR Credits and Captions

Help us add interesting captions; you were there, we weren't. Requested information:

- Source/photographer (if general club file, that's fine) for proper credits
- Identify people from left to right
- Car details (year and model)
- Event name
- Location
- Date of photo
- Any helpful context

Example caption: "From left: Juan Smith and Keisha Jones with Smith's 1962 E-Type at the Springfield Concours d'Elegance, June 2024. Photo credit: State Jaguar Club archives / John Doe."

## Regional Report Submission Process

- Editorial team will contact regional directors for submissions
- Options if RDs are unavailable to write:
  - Regional presidents, members, or your club's newsletter staff may contribute
  - RD becomes subeditor for consolidating info from clubs
- Late Submission Policy:
  - Missing reports may be replaced with alternative content
  - Regional reports may be doubled up in next issue to stay on schedule

## Contact Information

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