

## Allegheny East Conference Flyer/Image Submission Guidelines

In order to ensure optimal visibility and reach for your content, please use the following guidelines when submitting materials to Allegheny East Conference.

### Size

Each platform has specific dimensions that are optimized for the best user experience.

#### Facebook,

- Size -1200 x 630 pixels.

#### Twitter

- Size - 1024 x 512 pixels.

#### Instagram,

- Square images - 1080 x 1080 pixels.
- Landscape images - 1080 x 566 pixels
- Portrait images -1080 x 1350 pixels.

#### LinkedIn

- Size - 1200 x 627 pixels.
- Carousel format, each image size - 1080 x 1080 pixels.

\*If you are unable to provide all the sizes when submitting flyers to us, we kindly request that you at least provide a version suitable for Facebook and Instagram.

#### Newsletter,

- square-sized flyer - 1080 x 1080. This size works best for the layout of our newsletter. If you already have a flyer sized for Instagram, that would be ideal.

**Sending pictures** – please send photos in their original size to maintain image quality. If the file size is too large, please consider using our Dropbox service, which you can request from us if needed.

#### Submission Details

- Please send files to [submissions@aecsd.com](mailto:submissions@aecsd.com)

#### Deadline Dates

- Upcoming Events** - Please share upcoming events a month in advance
- Post-event** – Send write-up (250-300 words, including what, where, when, why, as well as quotes) and pictures within a week of the event.

Thank you for your cooperation in making sure we share your information in the best light possible.