

Accolades Submission Guidelines

It is the responsibility of individual Units and Squadrons to submit photos and information of promotions, medal presentations, certificate awards, CO's Commendations, awards for years of service (civilian) of that Unit's personnel to be included on the Accolades Page of the Courier Newspaper.

All Accolades submissions are to be submitted in the following format:

1. Submissions must be in digital format. Photos are to be sent as a JPG file.
2. The photos are to be clear and in focus. Photos of poor quality or eyes closed will not be accepted.
3. All photo files must be named with the following information: rank, name, presentation, unit, month and year of presentation as well as indicate the member receiving the honour (are to the left or right in the picture?)
4. If member is receiving a medal please indicate the name of the medal (CD, SSM, Gen Campaign Star ISAF, SWASM, etc.)



Cpl Roach (right) SSM Alert WLE Aug 09.jpg

- ➔ **Any Accolades submissions not following the above procedure or format will be returned to the sender for correction.**
- ➔ Units are asked to submit Accolades on a regular basis. Any submissions older than four months will not be published.
- ➔ All submissions are to include the name and local of the submitter in case of questions concerning the submission.
- ➔ All pictures and names are published as submitted by the Unit.
- ➔ All accolades are published in the order they are received.

If you have any questions concerning the submissions to the Accolades page you can contact the Editor of the Courier Newspaper.

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