



# BUCKEYE GUARD

ONG.OHIO.GOV | SOCIAL MEDIA | BUCKEYE GUARD

## CONTENT SUBMISSION GUIDELINES

Buckeye Guard: Online publication and video newscast of the Ohio National Guard

<https://ong.ohio.gov/buckeye-guard/index.html>

Ohio National Guard website

<https://ong.ohio.gov>

Ohio National Guard social media and content delivery platforms



The Ohio National Guard (ONG)/Adjutant General's Department Office of Government and Public Affairs encourages submissions of photos, articles, videos and story ideas meant to inform, educate or entertain our audiences, including those about interesting Guard personalities, unique unit training and Guard member/unit involvement with their local communities.

Ohio Air National Guard wing public affairs offices, Ohio Army National Guard brigade public affairs sections, the 196th Mobile Public Affairs Detachment, Unit Public Affairs Representatives (UPARs) and other interested parties are encouraged to submit content for consideration. The contributor will receive full credit for her or his work.

Submitted content, if approved for usage, may be used on the Ohio National Guard website (<https://www.ong.ohio.gov/>), the Buckeye Guard online publication or video newscast, official Ohio National Guard social media platforms, or in other GPAO products. The Buckeye Guard video newscast is a quarterly 10-15-minute program that airs several times weekly on the Ohio Channel, a service of Ohio's public broadcasting stations reaching more than 3 million people through television and online. The Buckeye Guard online publication, featuring the video newscast and other unique content, is also produced quarterly.

The following information is meant as a guide for content to be considered for the Buckeye Guard online publication and video newscast, ONG website and social media platforms.

### Examples of Content

**Soldier/Airman spotlight, such as** Unique or interesting civilian job; Outstanding community service; Nontraditional or niche hobby; Multigenerational service in the Guard

**Wing/Brigade/Unit profile** Feature on a Guard member and their military job/experiences; Feature on specific unit or shop/office missions

**Special event, such as** Opening a new facility; Hosting special visitors

**History of the unit or wing**

**Community relations support**

**Missions to support Ohio and its citizens**

**Annual training**

### Points of Contact

For further questions, contact the State Public Affairs Office at (614) 336-4499, [ng.oh.oharnq.mbx.pao@army.mil](mailto:ng.oh.oharnq.mbx.pao@army.mil) or one of the following contacts:

**Capt. Jenna Walton**, state public affairs officer – (614) 336-7449 or [jenna.l.walton.mil@army.mil](mailto:jenna.l.walton.mil@army.mil)

**Ms. Heidi Griesmer**, deputy director, communication – (614) 336-7449 or [heidi.m.griesmer.nfg@army.mil](mailto:heidi.m.griesmer.nfg@army.mil)

**Mr. Steve Toth**, editor/online content manager – (614) 336-7003 or [richard.s.toth2.nfg@army.mil](mailto:richard.s.toth2.nfg@army.mil)  
**Staff Sgt. Aven Santiago**, video producer/social media – (614) 336-7322 or [aven.m.santiago.mil@army.mil](mailto:aven.m.santiago.mil@army.mil)  
**Staff Sgt. Thomas Moeger**, video producer/social media – (614) 336-7322 or [thomas.r.moeger.mil@army.mil](mailto:thomas.r.moeger.mil@army.mil)

## Website/Online Publication Guidelines

Submit photos and articles to [nq.oh.oharng.mbx.pao@army.mil](mailto:nq.oh.oharng.mbx.pao@army.mil).

While stand-alone photos can be used for both the online publication and ONG website, stories will rarely be published without accompanying photos. Whenever possible, photographers should submit four to six photos, including both horizontal (preferred) and vertical shots. Please do not crop photos.

The preferred submission method for stories and photos is electronically via email. Include author's and photographer's full name, rank and unit or wing, as well as contact information, email address and phone number.

### Stories should

- be submitted in a normal text file (Word document preferred)
- be written in active voice and (if possible) in adherence with Associated Press style
- include full identification for all people in the article (rank, first and last names), unit, hometown, military occupational specialty (i.e. motor transport operator, not 88M), specific dates, times and locations of activity covered

### Photos should

- be submitted in .jpg or .tif format
- be taken at the highest possible resolution and at the largest possible file size, no smaller than 4 x 6 inches and 300 pixels per inch
- include full identification (rank, first and last names) for all people in the photo (for group photos featuring more than four people, individual IDs are not necessary), as well as unit, date, time and location of activity, along with a description of what is happening in the photo
- be sent as separate, unedited (and not cropped) attachments, not inserted into another file like Word or PowerPoint

## Video Guidelines

- 1080P 30/60 fps HD video content
- Do not include produced titles (lower thirds) or graphics in the content
- Video content submitted must have:
  - If possible, split-audio tracks, with voiceover & soundbites on one track and nat (natural) sound on the other
  - Information about the reporter and/or videographer's full name, rank and unit or wing
  - Full identification (rank, first and last names) for all people interviewed in the story and timecodes where they need to appear during the package

Submit file using DoD SAFE (CAC required) at <https://safe.apps.mil> and mark recipients as [aven.m.santiago.mil@army.mil](mailto:aven.m.santiago.mil@army.mil) and [thomas.r.moeger.mil@army.mil](mailto:thomas.r.moeger.mil@army.mil).

(NOTE: If you need to send content using a civilian e-mail, you must request an invitation to upload from a recipient with a DOD email address, using DOD SAFE.)