Dear Praveen and Mary,

Due to his commitments and a colonoscopy, Theo asked me to assist with the August issue of *Heritage Happenings*, including the monthly calendar and special events.

As I’ve been a professional copywriter, editor, and copy manager for over 15 years; Theo feels comfortable handing over some of his duties. Fear not though, Theo is still at the helm, overseeing the newsletter and editorial team.

Of course, it goes without saying that *Heritage Happenings* is an impressive publication. Your editorial team — most of whom I’ve met — are not only fascinating with so much goodness to share; their contributions are delightful, insightful, and inspiring for residents, family and friends.

Having observed meetings, story creation, communications, and revisions over the past month; I am pleased to share a few thoughts and process suggestions. I ran these ideas by Theo, and he said, “Why not share them with Praveen and Mary,” hence my email.

Without further ado, here are my thoughts:

Issue: The calendar template at present is limited as fonts must remain small-ish for all activities & events to fit in. In addition, edits can be time consuming due to formatting.

Solution: Move to a web-Word document template that allows us to  
1. Increase fonts for readability

2. Merge the calendar and special events into a single, user-friendly document

3. Collaborate in a shared doc to avoid a number of hard-to-track revisions

Issue: Updates from Roxana arrive in a piecemeal fashion in a series of emails over a few weeks. By the time we finished the August calendar, we were on version 12.

Solution: Create a “Monthly Updates” document that Roxana can populate with all activity and event additions, edits, removals, time / date changes. She can pool all changes and share them with Theo or myself by the 3rd Friday of every month.

I appreciate you hearing me out and I welcome your thoughts! If you’re open to it, I’d be delighted to continue working on *Heritage Happenings*, lending my editorial experienc and skills to this worthy publication.

All the best,

Mia Harlock / Senior Copywriter & Editor

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