



SUBMISSIONS GUIDELINES

www.cocoweddingvenues.co.uk



HELLO YOU

Thank you so much for considering our website for your next submission!

This little pack will take you through our **submission guidelines** and questions we may need you to cover for each type of editorial.

You will also find our image requirements (*very important stuff!*) and the process you'll go through online when submitting.

If you have any questions, you will find our contact information at the back of this pack.

Thank you! x



T Y P E O F E D I T O R I A L

Coco Wedding Venues is a style focused wedding venue directory and whilst a wedding directory first and foremost it's important that the website has a heart, warmth and ultimately a voice - this is where our affiliated blog comes in.

The blog is a beautiful platform to showcase our venues, keep up to date with wedding trends, showcase beautiful photography and styled shoots and inspire our readers with Real Wedding edits.

Please note, we only feature Real Weddings, Engagement Shoots and Styled Shoots that feature our current collection of wedding venues.

We love to feature the following...

Real Weddings & Engagement Shoots

Our readers love to see real wedding inspirations for their big day, therefore if you have recently got married at one of our venues or indeed found your perfect venue on these very pages then we would love to do a write up about your big day.

Or, are you a photographer who has shot a wedding or engagement shoot at one of our venues...? If so please do keep reading and then visit our **online submissions platform**, as we would love to feature your work.

Styled shoots & Editorials

If you are a photographer or stylist you can submit your work to showcase on the blog – we would love to feature editorials, talented suppliers, inspiring ideas and DIY tutorials.

If you would like to submit any of the above and feel it would be the perfect fit with our brand then please do keep reading and then visit our **online submissions platform**.

I M A G E R E Q U I R E M E N T S

For Real Wedding & Styled Shoot editorials we require a minimum of 100 images to select from. For all other features such as engagement shoots, supplier features and tips & advice posts, we will need approx. 30-50 images.

For any feature, please do not send any more than our maximum of 100 images.

Images **must be** professional, JPEG photos and a minimum of **1050px wide** (on the horizontal edge).

The images should be sent using the following methods; Dropbox link or via a file sharing tool called wetransfer.com (www.wetransfer.com)

Coco will not use any images that have watermarks or branding.

If you are not the Photographer, please ensure you have permission to submit on their behalf. It is the responsibility of the person submitting to credit professional photographers for their images.

W O R D C O U N T

Whilst we aren't too strict on word count, we thought it might be helpful to give you some guidance.

For Real Wedding & Styled Shoot editorials please submit approx. 1000 words. For all other features no more than 800 words are required.

You will find questions and prompts for each type of editorial a little further into this pack.

SUBMISSIONS PLATFORM

We have a rather simple **online submissions platform**, which covers all editorial types.

The submissions process has two parts.

Part One

The first step focuses on an overview of your submission.

You will be asked for;

- ✓ Your name
- ✓ Your email address
- ✓ Your website
- ✓ The editorial type
- ✓ Submissions title
- ✓ The featured wedding venue
- ✓ A brief description of your submission

At this stage, we also need to review the images that will accompany your feature (please see our image guidelines on page 04.)

Part Two

If your submission has been accepted, we will be in touch with details on how to complete your feature.

We will require your copy to accompany the images and a full list of suppliers and their websites.

You will find further guidance for your write-up from page 07.





N E X T S T E P S

If your submission was **accepted** and you have completed the two parts of the online submissions process, then you just need to sit back and relax! We will review all of the content you sent and will then be in touch with a scheduled publishing date.

If for some reason your submission has been **declined**, we will email you with details on why it hasn't been accepted.

Reasons for a decline could be that you haven't completed the online submissions process correctly or haven't followed our submissions guidelines & requirements, so please read carefully folks!

Another reason for a decline could be that we feel our website isn't the right home for your editorial. We will try to give information on why this might be the case as we appreciate feedback can be helpful for future submissions.



TEMPLATES

Below you will find questions and prompts for each type of editorial.

Please do not submit your write-up until your submission has been accepted.

REAL WEDDING

Please use the below questions and prompts for your write-up. We require no more than **1000 words** for this type of feature.

- Why did you choose your venue?
- Tell us about your wedding dress and big day fashion? Include; Accessories, shoes, Hair / MUA, Bridesmaids, Groom.
- The Décor – styling and theme of the day?
- Who was your florist and what did you choose?
- Cake / Catering?
- Tell us a bit about the Photographer?
- What was the best part of the day?
- Words of wisdom?

We will also need a full list of suppliers to credit (including their website URL)

STYLED SHOOT

Please use the below questions and prompts for your write-up. We require no more than **1000 words** for this type of feature.

- Tell us about the venue and why it suited your styled shoot?
- What was the overall theme & style of the editorial?
- What was the colour palette / season?
- Tell us about the fashion? Include; Accessories, shoes, Hair / MUA.
- The Décor – styling and theme of the shoot?
- Who was your florist and what did you choose?
- How can Brides interpret this shoot into their big day plans?

We will also need a full list of suppliers to credit (including their website URL)

ENGAGEMENT SHOOT

Please use the below questions and prompts for your write-up. We require no more than **800 words** for this type of feature.

- Tell us about your engagement?
- What were the important factors when searching for a wedding venue?
- How did you know you had found 'the one'? (*wedding venue*)
- Tell us about your wedding plans?
- Tell us about your engagement shoot and your photographer?

LOVED BY COCO

A **Loved by Coco** feature focuses on wedding suppliers we adore in the industry - You will find details of these features within our Media Pack.

This type of feature will be discussed personally with the Editor, therefore please contact emma@cocoweddingvenues.co.uk for further information before submitting.

If you have been accepted for a Loved by Coco feature, then please use the below questions and prompts for your write-up. We require no more than **800 words** for this type of feature.

Your Story

- Tell us about you and your business?
- How did you enter the world of weddings and why?
- What do you love about your job?

Your Brand & Services

- What do you offer?
- What words best describe your brand?
- What do you want to achieve for your client?
- Tell us a little bit about your prices / packages?

Advice

- Do you have any tips or advice for the Bride & Grooms looking for *(insert your service)*?

Coco Exclusive Offer

- Do you have a special offer you would like to share with the Coco readers? If so, please include details and any codes they need to use to redeem.

Please keep in mind any suppliers who need crediting within this type of feature.

OTHER

If you have a feature in mind and you would like to discuss this with us, then please do contact the Editor directly on emma@cocoweddingvenues.co.uk.

BADGES

If you have a feature published on **Coco Wedding Venues**, you can request one of our badges!



Say hello

We hope you have found everything you need in this pack, however if you have any further questions or just fancy saying hello then drop Emma an email at [**emma@cocoweddingvenues.co.uk**](mailto:emma@cocoweddingvenues.co.uk)