

Dear Report Writer:

It's once again time to prepare and submit your annual report(s) to the Town of Dover to be published in the *2024 Dover Town Report*. As per the letter you recently received from the Board of Selectmen, please adhere to the following instructions:

1. **Submit your completed report(s) to townreport@doverma.gov by January 13, 2025.**

2. **Work within your edited, formatted, proofread report(s) from last year, attached herewith.** Update or amend the information as is necessary, preserving all boilerplate language and existing document formatting, such as for headings, titling, bulleted lists, tables, fonts and font treatments, line-spacing, margins, capitalization, acronyms, abbreviations, numbers and numerical formatting, etc. **Feel free to track your changes if it makes editing the template easier for you.**

3. **Maintain brevity.** Reports are summaries of annual activities, not diaries. We want to avoid having to deeply edit your report to meet word count restrictions. Stay at or below the word count found at the end of your template(s).

4. **Proofread your report.** Don't forget to check for misspellings, typos, missing or duplicated text, text from the previous year, totaling errors, misalignment of columnar information, incorrect alphabetization, extra spaces between words or periods, etc. Please note that it's easier to catch errors on a printout than on a computer screen

5. **Do not save your report file as "Town Report."** Use your department, committee, or commission name. For ex.: Conservation Commission-2024

6. **Respect the deadline.** Unduly late reports threaten our own deadlines to our graphic designer and printer. Your cooperation is incredibly important and appreciated. Feel free to submit your report earlier than the due date. For delays outside of your control, it is imperative that you contact the TRC as soon as possible.

7. **Only MS Word or MS Excel documents will be accepted.** The Committee will not accept Google Docs, Google Sheets, or links to them; PDF files; reports embedded inside emails; and "plain text" (.TXT) or "rich text format" (.RTF) files. Please download Google platform files as MS Word or Excel files before submitting.

8. **Photo submissions highlighting your annual activities are most welcome.** Send files with your report or visit our [TRC page](#) at any time) to upload your photos. Include a description and the name of the photographer for a credit line.

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