

USING OUR EMAIL NEWSLETTER

(As of September 3, 2009)

NEWSLETTER SCHEDULE

Schedule...alternate weeks...from the first Friday in September to the end of our Spring Season for:

The Choir Admin Issue (Part 1)

Director's & Admin Notes plus GHC, HNC, Soundings & CCLT News & Business and other submissions from the choir administration only.

The Choir Member's Issue (Part 2)

All submissions from past and present GHC, HNC, Soundings & CCLT members
Submission Deadline.....Wednesday midnight of each week this section goes out.
Please submit your newsletter items to bill@gettinhigherchoir.ca

Distribution....each section is on its respective Friday as soon as possible after noon to all members of our extended choir community.

CHOIR COMMUNITY SUBMISSION POLICIES & PROCEDURES

Items may be submitted by anyone who is a current or past member of the GHC, HNC, Soundings or CCLT.

Standard formatting of newsletter items

Align left please

BOLD CAPITALIZED TITLE (Date)*

Copy, copy, copy, (Maximum 100 words) copy, copy, copy, copy, copy, copy, copy, copy, copy, copy, copy, copy, copy,

Submitted by: Full Name, Choir Affiliation plus Night & Section (if GHC)

* The date following the Title appears in Community Events items only and is presented in a simple format (ie "Mar 1" or "Mar 1, 8 & 15")

Please notice that the Item Title is in bold capitals and everything else is in upper and lower case with no enlarged, capitalized, coloured or bolded words for emphasis. If these types of formatting were used freely by each item to draw attention to itself the newsletter would very quickly start to look like a visual shouting match and it would become uncomfortable to read.

Underlined and *Italicized* text are acceptable as they offer a measure of internal emphasis without overpowering neighboring items.

Dated Community Events items

- 1) must be no more than 4 weeks in the future
- 2) are automatically repeated until their date is passed

All other items inserted once only unless re-submitted.

When you want an item that has appeared in one issue of the Community Section repeated in the next issue simply copy it from the first issue (to preserve any formatting changes I have had to make), update it if you want and then paste it into a new email and send it in again. This leaves the responsibility for an item's appearance each week with you as the person who wants it to appear and minimizes the possibility of mistakes on the part of your very fallible editor.

RESPONSIBILITY FOR ITEMS SUBMITTED

Please note that the appearance of any item in this newsletter does not constitute an endorsement of whatever that item offers. The responsibility for the accuracy of what is offered rests with the person named in the "Submitted by..." line. That is what it is there for.

EDITOR'S REQUEST

Please ensure your submissions conform to the above guidelines. I prefer not to edit, or re-format, submissions because each item should reflect what the submitter intended to say not what I think was intended. Also, since editing items for submitters (or sending them back for editing) takes extra time, getting submissions that already conform to our submission guidelines is truly a gift.

Sing in joy.

Bill Hanson, GHC Registrations & Communications

For additional information under headings such as:

"Accessing our newsletters" ~ "Our newsletter's goals" ~ "Responsibility for items submitted" ~ "Sections you can submit items to" and for periodic updates on the "Using Our Newsletter" guidelines please visit:

<http://www.gettinhigherchoir.ca/community-info/newsletterinfo.html>