

District 7190 Event Communication Policy

Every week the District Secretary will be sending a bulletin e-mail message to every Rotarian in District 7190 who has an e-mail address saved on our District Website. Keeping e-mails up-to-date on the Website is the responsibility of the individual and clubs.

The weekly bulletin will be brief and contain the following information headings:

- **District Events:** this section will hold district sponsored events; clicking on the link will bring you to our district website and the details about the event. Containing the following:
 - Date, Event Description, Location
- **Club Events/Information:** this section will hold club sponsored events and information; clicking on the link will bring you to the club website, if it exists or an appropriate page on the district website where you will find more details about the item. Containing the following:
 - Date, Event/Information Description, Club
- **Other Service Opportunities:** this section will show service items that may be of interest to everyone like disaster relief efforts by Rotary International, etc.
 - Headline Description

To submit items for the weekly bulletin please use the District 7190 Weekly Bulletin Club Event/Information Request form. The form can be accessed through Microsoft Word or OpenOffice (free version). It is an easy form to complete:

- **Submitter's name, e-mail, and telephone:** needed in case questions arise.
- **Date of Event:** when the event will happen. We will keep the item in every weekly bulletin until after the date of the event. For information updates, like club meeting changes, use a reasonable date for how long to run the information piece.
- **Location of Event:** where the event will happen. If you want people to attend they need to know where to go. Please give an address that people can put into their GPS to find it.
- **Event Description:** one line header for the event/information. Be creative, grab attention. Based on this the reader will decide to click on the link for more information or not.
- **Club:** name of club running the event or regarding the information.

All three of these items must fit on one line in the final email. Submissions that are too long will be edited to shorten.

- **Link to Detail Page:** this is where the description will lead the reader for more information on the event. If a club website exists the link would probably go to the page/flyer on the club website. If there is no club website or page on a club website please complete the next item.
- **Explanation:** this is used if the club does not have a webpage with more information. We will create a page on the district website for this information. A flyer may be submitted for this but it must be in PDF format.

Once completed the form should be sent to the District Secretary.