



Guidelines for Use of the Sun City Texas Community Association Bulletin Boards

The purpose of the CA Bulletin Boards is to communicate information that is relevant to and affects the Sun City Texas Community.

Bulletin Boards may be used to promote:

- Sun City Texas Community Association, Del Webb, Chartered Clubs, Neighborhoods, Interest Groups and Support Groups events to include fundraisers, performances, events and ceremonies that are held in the community and open to the entire community. (Note: flyers from organizations listed above will have priority over all others.)
- Paid Seminars booked in a Sun City Texas meeting room space and open to all residents.
- City or County events/activities that are focused on or impact the Sun City Texas community
- Fundraisers and donation drives for nonprofits, schools, and churches
- Club special speaker events that are open to the Sun City Texas community/All residents.
- Information to promote the creation of Sun City Texas Chartered Clubs, Interest Groups or Support Groups.

Bulletin Boards are Not used to promote:

- Routine activities for Sun City and Georgetown such as regular monthly meetings and socials
- Activities and/or profit-making events for businesses (with the exception of the paid seminars listed above)
- Non-paid Seminars or speakers
- The flyers are to be designed to communicate basic details about the event (event name, speaker's name, time, date, location, cost) rather than to promote a message or a cause related to the organization.

Submission Guidelines:

- Send flyer to Dick.Baker@sctexas.org in the Communications Office or call for questions at 512-948-7738
- Deadline – flyers are accepted Monday through Friday from 8:00 a.m.-12:00 p.m. or anytime by email.
- Flyer must be 1-sided and 8 ½ x 11 inches in size
- Flyer should contain the details for your event or group activity and may be placed on bulletin boards for two weeks either prior to the event or two weeks before the start of ticket sales.
- Once approved, your flyer will be placed on the bulletin boards in the Social Center, the Activity Center, and the Cowan Creek Amenity Center (pending space availability)
- The flyer will remain on the bulletin boards up to 1-2 days prior to the event or until the event sells-out (Maximum of two weeks)

Locations:

Sun City Texas Community Association has bulletin boards at the following three locations:

- The Social Center
- The Activities Center
- Cowan Creek Amenity Center

*All submissions are subject to review and final approval is at the discretion of the Community Association. The Community Association can request that you edit your content.