

SUN CITY TEXAS BOCCE CLUB COMMUNICATIONS

The Board encourages members to submit articles, relevant to bocce for the club's weekly and monthly publications. Submissions should be emailed to Janet Platteborze at jmpbocce@gmail.com and Julie Lemen at boccejulie@gmail.com using the following guidelines:

- The Weekly Reminder is for items that occurred in the prior week and for things that will occur in the upcoming week. The one exception is the "Mark Your Calendar" section for events occurring within the next several weeks.
 - The articles should be short and to the point – limited to several sentences.
 - Pictures can be included
 - Registration links can be included, but must be coordinated with Julie Lemen
 - The Mark-Your-Calendar input should include the name of the event, date, time and no more than one sentence to provide any necessary information.
 - Submissions should be made on or before Wednesday for the following Monday's release.
- The Monthly Newsletter articles have a little more flexibility but still must be related to, or impact, bocce or the bocce club.
 - The articles should be limited to 500 words or less.
 - Pictures can be included
 - Upcoming events or starts of registration in the current month should be included with an in depth write-up
 - Registration links can be included, but must be coordinated with Julie Lemen
 - Articles should be submitted on or before the 15th of the month to be included the next Monthly release.
- Email Blasts will be limited to:
 - Reminders for close of registrations two days prior to end.
 - If required, reminders of an upcoming event two days prior to that event.
 - Other blasts approved by the board where timing or urgency does not allow for publication the Weekly or Monthly Newsletters.

The Board's goal is to provide members with all the information you desire without overwhelming you with repetitive information or excessive email traffic.