

BCRMTA Victoria Branch Email Guidelines

1. Announcements are sent Mondays evenings only & therefore requests need to be received by 6pm Sunday as sometimes clarification is needed.

Email: bcrmtavicnotices@gmail.com

2. The main reason for this service is to remind members of upcoming branch events or communicate information about other events that members are involved with.
3. Criteria for accepting messages to send for announcements other than Branch events:
 - MUST involve a RMT member
 - Cannot be soliciting for private students or donations in any form, nor can it be weekly classes offered during the school year
 - Workshops, master classes, jobs or concert opportunities that would benefit us as teachers or our students will be considered. This might include annual events like summer school courses/camps - subject to approval from the Executive
 - If it is advertising something 'for sale'/rent, then a member's name must be listed as the contact person
4. Please edit the messages to include just the minimum of details. i.e. for concerts, please only include: Name of Event, Venue, Date & Time, Ticket info and a short description (under 100 words). Poster/Attachments are accepted in PDF or Google Doc format. Word documents will be changed into one of these formats by the Email Notice Coordinator.
5. Notices should be 'print ready' and not require further editing. Kindly see the suggestion in point #4.
6. Non-branch event notices will be sent out a maximum of 3 times, by request, as long as they meet the criteria in #3 above.

BCRMTA Victoria Branch Newsletter Guidelines

1. Newsletters are published four times a year in September, December, March, and June. The deadline for all reports, announcements, and requests is the 1st day of the publication month.
2. The main purpose of the newsletter is to report on and remind members of branch events, concerts & competitions, advertise member concerts, and to congratulate members and the students of members on their achievements.
3. Criteria for accepting items other than branch reports and events are as follows:
 - it MUST involve a Victoria BCRMTA branch member
 - it cannot be soliciting for students, weekly classes offered during the school year, or donations in any form
 - workshops, masterclasses, summer school courses & camps, jobs, and professional development opportunities that would benefit teachers or their students will be considered – subject to the approval of the branch Executive
 - a member's name must be listed as the contact person for any items for sale or rent
4. Submissions should be edited with all details clearly stated. Photos and posters are welcome.