

BCRMTA Victoria Branch Email Guidelines

1. Announcements are sent Mondays only & therefore requests need to be received by Amy as of 5 pm 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, summer school courses or camp, jobs or concert opportunities that would benefit us as teachers or our students will be considered - 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 you want sent to include just the minimum of details. i.e. for concerts please only include Name of Event, Venue, Date & Time, Ticket info and just a 1 sentence description. (if your own composition(s) is/are being played then this could be in a 2nd sentence) Poster/Attachments are accepted.
5. Notices must be 'print ready' and not require further editing. Kindly conform to the suggestion in point #4.
6. Non-branch event notices will be sent out a maximum of 2 times, upon request.

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.