

## **Chapter 25**

### **EOSARDA Bulletins**

#### **25.1 General**

- a) In addition to posting information about up-coming events on our web site - [www.eodance.ca](http://www.eodance.ca) (see Chapter 15), EOSARDA offers a system of e-mail-based Bulletins free of charge to all member clubs and associations. EOSARDA also sends bulletins to individuals who have requested to be included on the distribution list
- b) Bulletins are intended to provide dancers with timely information about up-coming dances or dance-related events in our region. They will usually incorporate a copy of a poster, flyer or other graphic image providing information about the dance event.

#### **25.2 Club/Association Responsibilities**

- a) Bulletins are sent by EOSARDA to the identified Club Contacts who in turn forward Bulletins to their members.
- b) Clubs are requested to announce up-coming dance events at their weekly meetings and to print out and display a limited number of event posters or flyers.

#### **25.3 Requesting a Bulletin**

- a) Requesting EOSARDA to issue a Bulletin is as easy as sending an e-mail to [bulletins@eodance.ca](mailto:bulletins@eodance.ca), attaching a copy of the relevant poster or flyer, and providing the text of the introduction desired for the e-mail message itself. The poster or flyer must include contact information for the event being promoted.
- b) Posters or Flyers for events should be submitted in .pdf format whenever possible.
- c) EOSARDA does not provide an editing service. Proof-reading the text of the message and of the poster or flyer is the responsibility of the person making the request.

#### **25.4 EOSARDA's Responsibility**

- a) Upon receipt of the Bulletin Request, EOSARDA will distribute the information to all Club Contacts as expeditiously as possible through its established distribution list. This list includes all club contacts as well as other individuals who have asked to be included in the list.
- b) Where possible EOSARDA will also send out a reminder notice in the week immediately prior to the event taking place.
- c) EOSARDA assumes no responsibility for the accuracy or veracity of the information contained in a Bulletin.

#### **25.6 Distributing Bulletins Outside our Region**

- a) On request, EOSARDA will provide copies of Bulletins to interested parties who reside outside of Eastern Ontario. There is no charge for this service.
- b) Anyone interested in receiving copies of our Bulletins may submit a request to

[bulletins@eodance.ca](mailto:bulletins@eodance.ca).

- c) Those who are not Club Contacts and no longer wish to receive Bulletins may request that their names be deleted from the distribution list by clicking on the “[opt-out-completely from all future mailings](#)” link near the bottom of any message received from EOSARDA Bulletins.