

Chapter 25

EOSARDA Bulletins

25.1 General

- a) In addition to advertising in Square Time and posting information about up-coming events on our [eoDance calendar](#) (see Chapter 15), EOSARDA operates an e-mail-based message system that is free of charge to EOSARDA member clubs and associations.
- b) The distribution list for EOSARDA Bulletins includes identified contacts from each EOSARDA member club and association as well as other individuals who have asked to be included on our distribution list.
- c) EOSARDA Bulletins are intended to provide dancers with timely information about upcoming dances or dance-related events in our region. EOSARDA Bulletins are also used to relay other information of interest to members of our dance community.
- d) EOSARDA Bulletins typically consist of introductory text providing basic information and may include a poster, flyer or other graphic image.

25.2 Club and Association Responsibilities

- a) “Club Contacts” within EOSARDA member clubs are encouraged to forward EOSARDA Bulletins to members of their clubs, to announce up-coming dance events at their regular meetings and dances and to print and display at club events any posters or flyers from EOSARDA Bulletins.
- b) Individuals acting in the capacity of “Club Contacts” are expected to leave their names on the distribution list so that they may continue to forward EOSARDA Bulletins to members of their clubs and have information available to distribute at club functions.
- c) Before submitting a request for an EOSARDA Bulletin to advertise an upcoming event, clubs and individuals must first check the [eoDance calendar of events](#) to ensure that the event does not constitute a scheduling conflict as described in [Chapter 26](#) of this manual.

25.3 Requesting an EOSARDA Bulletin

- a) Those wishing to use an EOSARDA Bulletin to advertise an event or to relay information should send an e-mail message to bulletins@eodance.ca including the information which is to appear in the bulletin.
- b) Since EOSARDA Bulletins are received as e-mail messages, it is important to provide a subject line for the message. Subject lines are important because they attract the recipients’ attention and provide initial information about the message. EOSARDA provides no editing service for bulletins; therefore, the words from the subject line of your message will be used as the subject line of the EOSARDA Bulletin.

- c) Posters, flyers or graphics can be submitted in a variety of formats.
 - Because of limitations in the software used, .pdf documents can be included only as attachments, so there must be some appropriate text within the message to which the .pdf attachment can be linked.
 - Documents in .jpg, .JPEG, .png, .gif and other similar graphic formats can be attached to text within the message or embedded directly within the body of an EOSARDA Bulletin.
 - .pdf and .jpg files can become very large. Large files require more time to download, take up more space on servers, and require higher bandwidth use and cost – something that may be an issue for some recipients. It is imperative that .pdf and .jpg files be compressed before sending them for publication.
 - There are a number of free, easy-to-use, on-line tools that will compress these files into a more manageable size. Information about file size and these on-line tools can be found at: http://www.eodance.ca/submit_event.php
- d) EOSARDA does not provide an editing service. Proof-reading the message, poster, or flyer is the responsibility of the person making the request.

25.4 EOSARDA’s Responsibility

- a) EOSARDA assumes no responsibility for the accuracy of the information contained in an EOSARDA Bulletin.
- b) Upon receipt of a request, EOSARDA will distribute the information as expeditiously as possible through its established distribution list.
- c) Upon request, EOSARDA will schedule a reminder notice closer to the time of the event so that a reminder will automatically be sent. Those wishing a reminder notice are encouraged to request it at the same time as requesting the initial EOSARDA Bulletin. Doing so will reduce workload for the volunteer managing the EOSARDA Bulletin system.

25.6 Joining or Leaving the Distribution List

- a) Anyone interested in receiving EOSARDA Bulletins may add her or his contact information directly onto the distribution list using the link located at: <http://www.eodance.ca/bulletins.php> or may submit a request to bulletins@eodance.ca .
- b) Recipients NOT acting in the capacity of “Club Contacts” who no longer wish to receive EOSARDA Bulletins may remove their names from the distribution list by selecting the “[unsubscribe from this list](#)” link near the bottom of every EOSARDA Bulletin or by contacting bulletins@eodance.ca .

25.7 Distributing EOSARDA Bulletins outside our Region

- a) There is no objection to parties who reside outside of Eastern Ontario adding their contact information onto the distribution list or providing information to be distributed through an EOSARDA Bulletin.