

Valley Fiber Art Guild Newsletter Policy

8/17/2015

PURPOSE:

The Valley Fiber Art Guild (VFAG) newsletter provides timely information on Guild and member activities along with information on local and regional events that are considered to be of interest to the general membership.

PUBLISHING POLICY:

The VFAG newsletter is published monthly 9 times a year (September – May).

PROCEDURE:

1. The deadline for information to be submitted is the 15th of the month prior to that issue.
2. Information should to be emailed directly to the newsletter editor via the email address listed on the current newsletter.
3. The VFAG Board President will have final approval of each newsletter prior to being published.
4. The newsletter editor will submit the approved final PDF version to the VFAG webmaster for distribution to the general membership.
5. Up to one year's worth of newsletters will be archived on the VFAG website for member access. Previous issues will be permanently archived via external data storage device (i.e., disk) and kept by the newsletter editor and eventually stored with the Guild historical information.

ADVERTISING POLICY:

The VFAG newsletter does not accept paid advertisements.

PROCEDURE:

1. Ads for non-Guild local and regional events that are fiber-related and considered of interest to the general membership will be published at no charge.
2. "In-house ads" promoting upcoming Guild events will occasionally be created and are published at no charge.
3. It is the goal of the newsletter to feature news articles about the events, rather than rely solely on "in-house ads" or outside generated ads.
4. Seasonal events will be included in a special newsletter column: "Exhibits, Shows, Sales & Festivals" that is published on an as needed basis.
5. Guild members with individual fiber-related items that are available for purchase by other Guild members may have the item/s listed in the newsletter at no charge. Refer to: Publishing Procedures #1 and #2 for guidelines.