

Bowman PTA: Weekly Announcements - Submission Guidelines

How to get your message into the weekly announcements

1. Please send submissions to msa@bowmanpta.org using the format described below
2. Type [MSA] in the subject line (i.e. [MSA] Weekly Announcement), This will help Diane sort emails relevant to the announcements and ensure YOUR blurb gets added (not lost in email cyberspace)

When to submit your announcement

- Announcements will go out every Monday morning.
- Deadline for submitting your blurb to be posted in the Weekly Announcements is always the prior Thursday, by end of day.
- Get the word out about your event 3-5 weeks in advance. Don't forget to include volunteer and registration sign up links if needed.

Formatting guidelines

- Font - please use Arial 10 point in black
- Left justify text
- Include day of the week, date, and time (am or pm)
- Include location for events
- Include contact name and email **
- Include website if appropriate and SIGN UP LINK for volunteers
- Do not include images, attachments, or flyers

EVENT FORMAT

Event Title
Date
Time
Location
Fee

2-3 Sentence Description

Contact info/website to learn more

SAMPLE EVENT ANNOUNCEMENT

Lexington Kids Fun Run

Saturday, May 5
9:00 am – 1:00 pm
Hastings Park, Lexington
\$10/child Registration Fee. Adults Free

Join us for the annual Fun Run to raise money for new gym equipment. Kids ages 0 – 12 may enter to run and will receive a free t-shirt. Water and snacks provided. Kids in strollers welcome!

For more information contact Ann Smith at (781) 555-1212
To register, visit www.lexingtonkidsrun.com

SIGN UP FORMAT

Sign Up Title
Registration Date
Fee

2-3 Sentence Description

Contact info/website to learn more

SAMPLE SIGN UP

Basketball for Grades 3 - 5

Register by Tuesday, September 15
\$125 for 8 week season

Boys and girls in Grades 3 – 5 are invited to sign up for club basketball. Players will practice skill drills and participate in scrimmage games. No prior experience necessary!

For more information contact Joe Wilson at (617) 555-1212.
To register, visit www.lexingtonbasketballfun.com