

Policy Regarding Announcements for WCRP

A. Approval Process for Announcements to WCRCC

1. All Emails and Website Event Postings will be considered by the Secretary and the Chair for inclusion in the Announcements program.
2. All announcements must be Washoe County Republican Party business with exceptions approved by the Chair.
3. Rejections may be appealed to the Executive Committee through an email to the Vice Chair who will present the matter to the Executive Committee for their timely consideration.

B. Email

1. Any group or person desiring announcements to be disseminated through the WCRP email program will submit their information to secretary@washoegop.org
 - a. Notification regarding the email approval or rejection will be sent
 - b. Approved announcements will be sent out on the 1st and 15th of each month
 - c. Announcements must be received before the 27th and 12th of each month to be considered for inclusion in the email program.
 - d. Approved announcements will be sent out one time; multiple sends must be approved by the Chair
 - e. Recurring events will be limited to one posting per month
 - f. Submissions must be in a .jpeg format
 - g. Contact information regarding the announcement must be included on each flyer

C. Website Event Posting

1. The website should be the first resource considered for recurring events.
2. Any group or person or groups desiring announcements to be placed on the WCRP website Events Calendar will submit the information to the Website Event Manager, Gary Smith, at mail4mrsmith@gmail.com
3. If a flyer is used, please send it as a .pdf
4. Postings should include:
 - a. Date of event
 - b. Location of the event (including address)
 - c. Description of the event
 - d. Starting and ending times of the event
 - e. Cost, if any
 - f. RSVP information (person name, phone number and email)
 - g. Sponsor of the event
5. Notification regarding the Website Event Posting approval or rejection will be sent
6. The posting of the event to the website will occur within 5 business days.

Note: The specifics in this document that are underlined and italicized, may be changed by the Executive Committee.