**PUBLICITY OR COMPUTER PERSON'S CHECK LIST**

CHECK LIST BEFORE SENDING PHOTOS AND STORY TO ADD TO YOUR CLUB’S WEBSITE AT admin@*view.org.au*

1 **E-mail to admin@view.org.au**

 (a) Subject line - VIEW (State) (Name of Club) (Event)

 (b) Have I sent photos as attachments to the e-mail. (Must **not** be inserted into e-mail or Microsoft Word)

 (c) Add your name and a phone number to the e-mail in case something needs to be confirmed.

2 **Website**

 Are your club's details correct, eg **About**/**When** **and time**/**Contact** phone number and dedicated e-mail address. **Where** you meet.

3 **Club News**

 Is it up-to-date. What article needs to be removed, if any.

 Is this where you want your new photo and article added?

 If you are a Zone or National Councillor - is it a News or Event item to be shown over the state or are you sending the item for a club?

4 **Photos**

 Two or Three at most. Good resolution. Landscape. They will be resized to 600 x 400 pixels

 If you can create a good collage then send this. Must be landscape as it will be resized to 600 x 400 pixels.

 Have you renamed the photo with the club's name at the beginning? (We realize this may not be possible if sending by a TABLET)

 If you cannot rename the photo then type the exact name shown on the photo in the body of the e-mail followed by a description/story. eg

 Photo image 123
Caption - 50th birthday celebrations"
Story

 Photo image 234
Caption - Guest speaker
Story

 Have you checked with the people in the photo that it is OK to add to your website page.

5 **Story**

 Have I written the "story" to accompany the photos?

 Have I proofread the story, eg spelling, etc.

 Is the story interesting to those outside of VIEW?

6 **Facebook**

 If your club has a facebook page, please let Carleen or National Office know so it can be linked to your website page.