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

CHECK LIST BEFORE SENDING PHOTOS AND STORY TO ADD TO YOUR CLUB’S WEBSITE AT *viewwebsite@thesmithfamily.com.au*

1 **E-mail to: viewwebsite@thesmithfamily.com.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**

 One photo per item/story. Good resolution. Landscape. They will be resized to 737 x 415 pixels or larger

 If you can create a good collage then send this. Must be landscape as it will be resized to 737 x 415 pixels, or larger for Website Working Group to resize.

 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.