

Communications – WDCTA (State Level)

SIB/Business member Listings:

- Membership Chair receives SIB/Business listing via USPS.
 - Memberships Chair emails information to newsletter editor
 - Newsletter Editor to format and forward to Website Coordinator
 - Website Coordinator to review and send to Webmaster for posting

Calendar Listings (Chapter meetings/events, Board meetings, shows, clinics, etc)

- Newsletter editor receives initial information via email.
 - Newsletter Editor to format and forward to Website Coordinator
 - Website Coordinator to review and send to Webmaster for posting

ALL Items for Advertising (Newsletter and website; includes clinic advertisements, show entry forms, etc):

- Newsletter editor receives initial information.
 - NL Editor to format and forward to Website Coordinator
 - Website Coordinator to review and send to Webmaster for posting

Chapter Minutes:

- Chapter Secretary to forward minutes to Website Coordinator
 - Website Coordinator to review and send to Webmaster for posting

Articles/Photo/News Submissions for EQuester:

- Newsletter editor receives initial information via email.
 - Newsletter Editor to format and forward to Website Coordinator **IF** a decision is made to put a “teaser” on website.
 - Website Coordinator to review and send to Webmaster for posting

Presidents Messages:

- Message for NL goes to NL Editor
- Message for website goes to website coordinator
 - Website Coordinator to review and send to Webmaster for posting