

NEWS & VIEWS FLIERS

The monthly News & Views consists of eight (8) pages printed, stapled and folded. One or more of the pages are devoted to fliers publicizing upcoming social events being conducted for residents of Myrtle Trace and their guests. To the extent possible, all fliers are included within the eight (8) pages. However, at least half of the time, it is necessary to print a separate flier (or fliers) which must be inserted as a loose sheet(s) in the News & Views.

The following guidelines and practices have been established:

- Fliers will be published for one month during the month of the event unless the event or signup deadline occurs before the 8th of the month. In such cases, the flier will be published during the preceding month and a reminder block may be placed in the News & Views during the month of the event if desired.
- All fliers should be submitted to Jeanie Rhodes for review to assure that the format is compatible with M/S Word and that the layout is correct. The sign-up block must be in the lower right quadrant of the flier.
- The use of clip art and large lettering should be minimized to conserve toner in the copy machine.