

**Communications – WDCTA (State Level)
Final**

	Deadline	Time to Final Completion
<p>SIBB/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</p>	As received	1 - 2 weeks
<p>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</p>	1 month prior to event	1 - 2 weeks
<p>Chapter Minutes: Chapter Secretary to forward minutes to Website Coordinator Website Coordinator to review and send to Webmaster for posting</p>	within 1 month after meeting	1 - 2 weeks
<p>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</p>	15th of each month prior to publication	1 week for website, following month for newsletter
<p>Articles/Photo/News Submissions for Equester & Website: 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</p>	15th of each month prior to publication	1 week for website, following month for newsletter
<p>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</p>	15th of each month prior to publication 2 weeks prior to posting on website or by the 20th of the month prior	1 week Final week of the Month