

Print procedure for PTSO Communications

This procedure is intended to help us avoid last minute copying, minimize the impact of that on staff and teachers, and better enable us to self-monitor and control costs.

Process:

- **Submit** drafts of all PTSO related flyers (including events) for approval to Leia Ward (copy Marian Brown, Cass Newbern or Becky Gumz in the event she is out of the office) **at least 7 days prior** to going out in Wednesday Envelopes (the Wednesday before). This will allow time for changes/corrections.
- **Send** final drafts to Leia, Marian, Cass & Becky by **10:00 am the Friday prior** to the Wednesday desired.
 - Leia will give the okay to Becky Gumz and/or Marian and Cass for copying and whether it will be printed at the district office or at the school.
 - Fliers printed at the district office will be charged to your event budget. A single-sided one page copy to all students is about \$16.00.
- **E-mail** the finalized fliers in WORD to Rose Wangen to be posted on the PTSO website. Keep in mind that some formatting may need to change due to Website quirks, and that some rewording may occur to make the announcement effective.

If these dates cannot be followed, please contact Leia Ward or Becky Gumz to see if arrangements can be made. There are no guarantees.

Tips/Suggestions:

- Use single-sided copies on half-sheets whenever possible to reduce cost and waste by producing your flier twice on the same side of the same page.
- **Include the following information** with the final draft to avoid any delays:
 - Who gets the flyer (i.e., all students, youngest/only or particular grades/classes)
 - Color of stock to print on:
 - White (the least expensive)
 - Colored (green, canary, blue or pink) - List an alternate color.
 - Which date of Wednesday Envelope to be sent out in.

Contact Information:

Leia Ward: leia_ward@rdale.org

Becky Gumz: rebecca_gumz@rdale.org

Cass Newbern cassandra_newbern@rdale.org

Marian Brown: marian_brown@rdale.org

Rose Wangen: rose_wangen@hotmail.com