

FYLDE DECORATIVE & FINE ARTS SOCIETY.

PROCEDURE: PREPARATION & PRESENTATION OF DOCUMENTS & BOOKLETS.

A] Aims: To [i] ensure that publications are free from errors, incorrect statements/dates and omissions [ii] eliminate the possibility that re-printing, and additional cost incurred, is necessary.

B] Applies to: All documents of 4 or more pages and shorter documents which are prepared for **circulation to the membership, for approved promotional purposes and for** national/international circulation. Examples include the Newsletter, Annual Report, Strategic Planning, Reports for Heritage, Church Recording & Young Arts and applications for funding/approval.

C] Procedure:

1. Author sends information on document design and number required to the Executive Committee Meeting, seeking clear agreement on number; colour/black & white text/images; paper size, colour & quality. Author is contacted immediately after the meeting with the Executive Committee's decision. Agreement is included in the Minutes.
2. Author asks designated members of the Communication Team to proof-read and to check accuracy of names/dates with author. It is helpful to provide the complete document—either electronically or as paper copy whichever is appropriate and preferred. It is important that sufficient time is given for this.”
3. Proof-reader advises author of any amendments/deletions/additions required or that the document is ready for printing.
4. Author informs the Treasurer that all amendments have been made or that none were required.
5. Following approval from the Treasurer, author authorises printing from ZPQ or other by e-mail/telephone or personal contact as appropriate.

Marion Nuttall [Secretary] 24.03.16

Pam Foster [TL Communications] 29:01:17