

*(Note: these are the instructions I received in 2013 on how to send out announcements to the BACDS mailing list. An announcement of a open audition was subsequently sent out with the "About Jubilee" information sheet. -- Mal)*

From: Alan Winston [mailto:winston@slac.stanford.edu]  
Sent: Wednesday, September 18, 2013 6:33 PM  
To: Mal Mead  
Cc: bacds-web-committee@bacds.org  
Subject: Re: [Bacds-web-committee] 'Questions about BACDS Website'

Mal --

Here's what we can readily offer:

- You can send a message to the bacds-announce mailing list (several hundred people) announcing the auditions. That's a moderated list but I can approve it. Put everything relevant to the announcement in the text because no attachments will go through. You can include a link to more information, etc, if you have it.
- If you have an electronic version of your flyer, we can add it to our "e-pubs" directory; send it to the mailing list.
- If you give me a single paragraph on this with addresses, etc, I can include it in our weekly calendar postings.

We want:

What you're doing

Date

Time

Location including address

Any prep they're supposed to do

What to do if they want more info

-- Alan