

RAINBERRY BAY INFORMATION CHANNEL GUIDELINES

ALL NOTICES MUST BE SUBMITTED A MINIMUM OF ONE WEEK PRIOR TO REQUESTED POST DATE, allowing 2-5 days for processing, and be sent to: myrainberryRIC@yahoo.com

All submitted notices must include

- **Club Name**
- **Date/Time/Location of event**
- **Description of the meeting/event**
- **Reservations / Cost if applicable**
- **Contact information**

This includes all messages EXCEPT THOSE AFFECTING SAFETY, EMERGENCIES OR MEDICAL

SAFETY-MEDICAL-EMERGENCY (CERT) - RB BOARD

1. These Messages and information take precedence over everything else.
2. Messages will be broadcast immediately and for as long as necessary.

ALL CLUB FUNCTIONS REQUIRING OUTSIDE RESERVATIONS

1. Message will NOT be broadcast until ONE WEEK (7) before reservation taking begins, not to exceed a total of 6 months. PLEASE INDICATE CUT-OFF DATE.
2. Message will broadcast on alternate days, staggered, after sixty (60) days if function date is more than 2 months away.
3. Message will remain on until the day of the function.
4. If event sells out, please notify RIC staff via email so that the notice may be amended.

IN-HOUSE FUNCTIONS REQUIRING TICKETS OR RESERVATIONS

1. Messages must be submitted a minimum of one week prior to ticket sales beginning.
2. All club messages will be broadcast, not to exceed **6 weeks** and will continue until the day of the function.
3. If multiple messages from any club, they will be put on a 'schedule of events listing.'

CLUB MEETINGS, CLASSES, SERVICE GROUPS, COMMITTEES

1. Messages will broadcast no more than ten (10) days before the meetings and end the day of the event.
3. Committees have the option of including their meetings on RIC which may be listed on a 'schedule of events.'

All messages may be edited at the discretion of the RIC staff for visibility and placement.

Approved by the Board of Directors June 28, 2017