

## Check List

### Sending Photos and Story/s to VIEW.org.au Website & VIEW Matters

#### 1 E-mail – admin@view.org.au

- (a) Subject line - VIEW (State) (Name of Club)
- (b) Have I sent photos as attachments (Not inserted into Microsoft Word?)
- (c) Add a phone number in case something needs to be confirmed.

#### 2 Website

Are your club's details correct, eg About/When and Time/Contact phone number and dedicated e-mail address.

#### 3 Club News

Is it up-to-date? What article needs to be removed, if any?

Is this where you want your new photo and article added?

#### 4 Photos

Two or three at most. Good resolution.

Have you renamed the photo with the club's name at the beginning?

Have you checked with the people in the photo that it is OK to add to your website page?

#### 5 Story

Have I written the "story" to accompany the photos?

Have I proofread the story, eg spelling, etc?

Is the story interesting to those outside of VIEW?

#### 6 Facebook

If your club has a facebook page, please let Carleen or National Office know so it can be linked to your website page.

#### 7 VIEW Matters

Have I sent the same email to view@thesmithfamily.com.au to be submitted for consideration in the next issue of VIEW Matters?