

# Newsletter Questionnaire for TAQG – Meeting March 29, 2016

Guild Name \_\_\_\_\_

Newsletter Editor \_\_\_\_\_

1. Issues/year? \_\_\_\_\_ When does it come out relative to meetings? \_\_\_\_\_

Is the newsletter posted on the website? \_\_\_\_\_ Public area? \_\_\_\_\_ Passworded area? \_\_\_\_\_

2. How is the newsletter distributed? Personal email list \_\_\_\_\_ Distribution web service \_\_\_\_\_

Who? \_\_\_\_\_

Does the announcement use a link to the website? \_\_\_\_\_ Or a file attached to email? \_\_\_\_\_

Any printed copies? \_\_\_\_\_ Mailed? \_\_\_\_\_ At meeting? \_\_\_\_\_ B&W or color? \_\_\_\_\_

How is the cost of printing/mailing covered? \_\_\_\_\_

3. Do you distribute the TAQG Newsletter? \_\_\_\_\_ How? \_\_\_\_\_

4. What Newsletter editing program? MS Word \_\_\_\_\_ MS Publisher \_\_\_\_\_ Apple Writer \_\_\_\_\_

Other? \_\_\_\_\_ What? \_\_\_\_\_

Who proofreads the newsletter? \_\_\_\_\_

5. Portrait or Landscape layout? \_\_\_\_\_ How many columns? \_\_\_\_\_

What size font for body text? \_\_\_\_\_

6. Newsletter viewing: Webpage (HTML) \_\_\_\_\_ PDF \_\_\_\_\_ Other \_\_\_\_\_

Are external Hyperlinks active? \_\_\_\_\_

7. How far ahead do you plan newsletter articles? \_\_\_\_\_

How do you get writers to contribute on time?

8. Where do you get newsletter artwork? \_\_\_\_\_

Do you verify that artwork is copyright free? \_\_\_\_\_ How? \_\_\_\_\_

9. What things do you try to increase readership interest?

10. Editor hours/issue \_\_\_\_\_ When are your deadlines?

Does the editor have a backup or editor-in-training? \_\_\_\_\_

What is your policy on broadcast emails (sending all members a message) beyond newsletters?

# Newsletter Questionnaire for TAQG – Meeting March 29, 2016

11. Is the following content included in your newsletter?

- |   |   |
|---|---|
| <input type="checkbox"/> Meeting place & time               | <input type="checkbox"/> Guild info and contact     |
| <input type="checkbox"/> Upcoming program                   | <input type="checkbox"/> Committee reports          |
| <input type="checkbox"/> Volunteer opportunities            | <input type="checkbox"/> Board minutes              |
| <input type="checkbox"/> Meeting minutes                    | <input type="checkbox"/> Treasurer's report         |
| <input type="checkbox"/> Workshops                          | <input type="checkbox"/> Retreats                   |
| <input type="checkbox"/> Raffle Quilt                       | <input type="checkbox"/> Quilt Show                 |
| <input type="checkbox"/> Book reviews                       | <input type="checkbox"/> Local shop reviews         |
| <input type="checkbox"/> Educational articles/quilting tips | <input type="checkbox"/> Website reviews            |
| <input type="checkbox"/> Calendar of coming guild events    | <input type="checkbox"/> Calendar – external events |
| <input type="checkbox"/> Sponsors/Advertising               | <input type="checkbox"/> Other                      |

Is there any info not already covered, that we should know?