

Policy for 'The Brandywine Bugle'

Effective Immediately

In order to maintain the 'Bugle' to a more informative and manageable size; Activities Committee is asking all sub-committee chairpersons, clubs, and residents who submit articles to please:

1. **Limit** the article to about 100 words (an eighth of the page when printed) unless otherwise approved.
2. Those who offer multiple events in the same month: **combine** into one article. Briefly include the details of the event and the contact person info.
3. **Classifieds** will be listed **one time** and if still for sale, submit the info on a 3 X 5 card and post on the bulletin board in the Puzzle Room. Residents can post anything there.
4. **Review** repeated items to be sure the information is still relevant.
5. If an event is added at the last minute or forgotten once the 'Bugle' is published, **contact the office** to send out an e-blast.

Notes:

- The 'Bugle II' has been deemed redundant and a waste of paper. It will no longer be published.
- 'Activities' have the prerogative to edit anything that does not comply with the above.

6/8/2023 D Johnson, Activities Chair