

Announcement Template for the Website

Necessary:

- TITLE (capitals, not too long)
- **short description (bold)** (this will also be used for the email announcement)(what, who, content)
For example: This stage given in the countryside as a collaboration between Catherine Lessard and Eryn Dace Trudell will explore the notable influence of the Skinner Releasing Technique on the development and understanding of contact improvisation
- dates and schedule (more details if it's an event over several days)
- cost
- How to sign up (to whom and how)
- Address of the event/activity
- Longer description of the event/activity
- Who to contact for more information (email and phone number)
- WITHOUT FORGETTING ENGLISH TRANSLATION (in the same template).
Please, ask your friends or colleagues to help you out!

Optional (depending on the kind of event):

- *dance image related to the event (with credit to the photographer)
- *image of the location of the event to woo and inspire (especially if it's in the countryside)(with credit to the photographer)
- *short biography of the instructors (with a link to the complete bio)
- *portrait photos of the instructors (with credit to the photographer)
- *directions if the event is outside of Montreal

Template for the Email Announcements

- TITLE (capitals): date, location (trebuchet, size 10, bold)
- Short description (trebuchet, size 10)
- WITHOUT FORGETTING FRENCH TRANSLATION (in the same template).
Please, ask your friends or colleagues to help you out!

Example of an announcement:

FEEDING DANCE... THAT FEEDS US: January 7-8-9th, 2011 at the Round Hearth in Eastman

A whole week-end to nourish and awaken the dance that awaits within to start your year on an organic sustaining path. Contact-improv, open jam and dancing throughout the weekend, Massage, X-country ski, nature walks, relaxation, and amazing playshops.

For more information: <http://www.contactimpro.org/en-article585.html>

A Few More Specifications

All the photographic documents can be placed in the body of text (.JPG, .GIF, .PSD, ...). However, neither PDF documents nor EXCEL sheets can be posted in the body of the text, and so must be attachments that will be found at the bottom of the email.

To send a photograph, the resolution must be a minimum of 300 dpi for a good quality appearance. (There exists free software on the internet such as XnView that lets you modify of your image resolution and reframe it easily).

Please don't hesitate to communicate with me before or after a jam or class to talk about an announcement you would like to publish... And I will be there to put it online.

Rachel: communication@contactimpro.org, (514) 507 1880

Translation by Stéphanie (board), thank you!