

## **Guidelines for Notices to be displayed on the Tallong Community Notice Board**

1. Notice of events/activities of Tallong community groups or organisations such as the Tallong Community Focus Group, the Rural Fire Brigade, the Memorial Hall Trust, the Tallong Public School and the CWA.
2. Consideration might also be given to publicity associated with community events/activities in nearby villages such as the Marulan Kite Festival.
3. Notice of regional/state/federal events such as the elections, the location for local voting, Council Outreach meetings etc.
4. Notice of significant achievements, or events associated with, Tallong Residents e.g. participation in the Olympics/Paralympics, Kangaroo March etc.
5. Not to include any personal information, events for profit or personal promotion with activities such as birthdays, garage sales, etc.
6. Not to post political, religious, ethical or social issues or views, where the TCFG can be assumed to take sides. As a committee we hold no public position on any matter.
7. A request for use of the notice board must be submitted in advance and indicate exact wording of message to fit within four lines and a limited number of letters, including: the name and contact details of organization wishing to post information. Description of event, time and date, address of venue. If RSVP or booking telephone number is required.
8. In the case of agendas or issues of general interest that are promoted by local organisations which require more words than the noticeboard has available we recommend that promotion of such cases be undertaken in another form such as newspapers, radio, leaflets and so on.
9. These guidelines containing the criteria used, the protocol and the limitations of the noticeboard are posted on the TCFG website <Tallong.com.au> for all to see.

The protocol adopted is that once a written request is received by the administrator, within the time before a meeting, it is brought to the next monthly committee meeting. The list of notices is to be recorded in the minutes of the monthly meeting. Late notice and notices with large word content are left to the administrator to précis and to inform the committee and the host organisation of difficulties or changes that altered the meaning of the notice or simply did not fit on the noticeboard.