

## FSMTA Newsletter Editor

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### General duties:

- Serve as an ex-officio, voting member of the State Executive Board.
- Maintain current job description and Manual of Procedure to be passed along to successors.
- Prepare Florida State Music Teachers Association Newsletter for printing and distribution.

### Specific duties:

- Plan to attend the Executive Board meetings at the annual State Conference. Give verbal report at board meeting as well as during a General Session at State Conference.
- Plan to attend **one (Barlarb 10/3/10)** other Executive Board meeting held during the year. Prepare written report for Executive Board meetings and file electronically with the Corresponding Secretary by the issued deadline.
- Acquire stationery from Corresponding Secretary. This can be done at each Board meeting attended.
- Request any reimbursements (postage, printing and phone calls, etc.) and Receipt Forms from FSMTA Treasurer.

### In July, September, November, January and March:

- An e-mail reminder is sent to all officers and committee chairmen before the 1<sup>st</sup> of the month to alert them of the upcoming deadline.
- Deadline for submission to FSMTA Newsletter Editor is 10<sup>th</sup> of the month in July, September, November, January and March.
- Articles should be submitted typed, double spaced and mailed or e-mailed to Editor.
  - Please note on submitted article if it **MUST** be printed in the upcoming issue.
  - Late submissions may not get included.
  - Certain priorities for the selection of articles will be made for each month but the utmost effort will be to have every article submitted, printed. If an article is omitted one month it will be saved and printed in another issue as soon as possible.
- Review and edit submitted Newsletter articles and advertisements for 5 issues: August/September, October/November, December/January, February/March, April/May - there is no issue in June/July.
- Be sure that a signed Photo Permission Form has been secured for each winner who has submitted a photo for publication in the Newsletter. (Form may be downloaded from the FSMTA website.)
- Update information on the masthead.
- Be sure ad payments have been sent to FSMTA Treasurer.

- Each issue of the newsletter should contain articles from:
  - FSMTA President
  - VP for Membership
  - Timely articles from board members, committee chairmen
  - Dates and deadlines - placed on the first page. Events for the calendar will be selected from articles or can be submitted separately for inclusion.
- Other articles to be included during the year:
  - Community Service Awards
  - Excellence in Teaching Award
  - Necrology Report
  - State Conference preview
  - State Conference recap
  - MTNA Student Competition Winners
  - Southern Division MTNA Competition Results
  - National Conference Info
  - MTNA National Conference Review
  - FSMTA Competitive Events report
  - Nominees Bios (election years)
  - State Conference Schedule
  - Annual Treasurer's report
- Near the 15<sup>th</sup> of the month, send the edited articles to Newsletter publisher for formatting. When done to satisfaction, approve the final proof.
- It is then sent from the publisher to the printer.
- Send final proof to webmaster for publishing on the FSMTA website.
- Present publisher is:
  - Lorena J. Knox  
Tennant Printing Company  
560 South Woodland Blvd.  
Deland, Florida 32720  
Tel: 386-734-2233  
Fax: 386-736-4189  
e-mail: [lorena@tennantprinting.net](mailto:lorena@tennantprinting.net)  
[www.tennantprinting.net](http://www.tennantprinting.net)
- After approving a final proof, the printing and mailing of printed newsletter will be near the 30<sup>th</sup> of the month. Printer sends to Editor a form of approval, including mailing instructions, the number of issues and the cost. Be sure this information is copied to the Membership Chairman and the Treasurer.
  - The member number is supplied to the printer by the VP for Membership.
  - The Treasurer is alerted to the cost, and sends a check directly to the printer.
  - Extra copies are sent to the VP for Membership. These extra copies are for the FSMTA President and incoming members, and are included in the number sent to the publisher.
- Advertisements are accepted at the discretion of the editor. Any member is welcome to submit an ad, but must pay as any other advertiser. The following is sent to any person/company inquiring about advertising:

Thank you for your inquiry regarding advertising in our newsletter, ***The Florida State Music Teacher***.

The ads are accepted on a first come basis. Payment must accompany the ad copy. Prices are as follows:

- 1/4 page \$100 per issue
- 1/2 page \$ 200 per issue

Checks should be made out to FSMTA. Please note that payment is for newsletter advertising. Send payment to:

Al Rozier  
26050 Olla Court  
Punta Gorda, FL 33893

Newsletter Ad Format:

- Already prepared artwork:
  - jpeg files are preferred, PDF files and .tiff are acceptable, please send by email
  - Files need to be at least 300 dpi (high resolution)
  - Black/white (very clean) artwork on paper is also acceptable
  - Text in artwork must be legible if size of the file is reduced
  - MAC or PC files are fine
  - Final ad will be about 1/4 or 1/2 page; exact dimensions not guaranteed

The deadline schedule is as follows:

- August/September Issue: Deadline - July 10
- October/November Issue: Deadline - September 10
- December/January Issue: Deadline - November 10
- February/March Issue: Deadline - January 10
- April/May Issue: Deadline - March 10

Thank you for your interest in advertising in our publication.