

BSM PA Communication Contacts & Procedures – 2019-2020

Knightly News:

The Knightly News is emailed out to all BSM families each Wednesday (excluding no school days). All Knightly News requests must be submitted each week by the Wednesday before it is to be in the Knightly News to BSMPAComm@gmail.com. Please follow the Knightly News Submission Requirements.

Emails (Mail Chimp):

BSM limits the number of emails the PA may send out, so they are carefully reviewed. All information to place in a Parent Association Email (through Mail Chimp) must be submitted each week by the Wednesday before it is to be emailed. Please send the email request to BSMPAComm@gmail.com. Please follow the Email (Mail Chimp) Submission Requirements. A proof of the email will be sent to the requestor to review and approve before the email is sent out.

Website Updates:

Website updates can be made at any time. Please submit requested changes and updates to BSMPAComm@gmail.com. Generally, allow one week for an update to be completed.

- Please provide links that you would like on the website (e.g. Sign Up Genius, .pdf files, .jpg files, etc.).
- If you need a form for your event that will take payment, contact BSMPAComm@gmail.com, with a copy to the BSM PA Treasurer (BSMPA.Treasurer@gmail.com).

Printing Needs:

Once you have a final version of what you would like your printed piece to say, please send it to BSMPAComm@gmail.com. It will then be forwarded to the BSM Marketing team to review and approve (or edit if necessary). Once approved, then printing the piece can move forward. Make sure to leave a few days for this review process in your schedule.

It is preferred that most printing projects go through the BSM Copy Center. Please contact Adrian Wagner at copycenter@bsmschool.org. Please allow at least two days for him to complete your printing projects.

- If you require large posters to be printed, please do those through Office Depot. The customer number is 74570690. If that does not work, then get a receipt and request reimbursement through the BSM PA Treasurer.
- If you require other printing (postcards, glossy pieces, etc.), those are done through an outside printer. BSM generally uses Fresh Color Printers. However, another printer that does high quality work could be used. It is a good idea to get several price quotes.

Fliers in Building:

If you want to put up a printed piece in the school building, it first needs to be approved by Kathy Jacobson (kjacobson@bsmshool.org). Please email Kathy with your flier proposal. She will review it and, when approved, will initial it.

- When putting up fliers in the building, the school requires use of a special putty as tape can damage the walls. The putty is available at the front desk. You are also responsible for taking down the fliers when done.

Social Media:

If you would like information placed on BSM's Facebook, Instagram or Twitter accounts, please contact Jenna Murphy at BSMPASocialP@gmail.com.

Electronic Message Board/TV Monitors:

If you would like a message put on the electronic/tv monitors in the school, please send the information you would like to BSMPAComm@gmail.com. That will be forwarded to the BSM Marketing team to put on the monitors.

- Make sure to provide details (dates, times, etc.).
- Hint: Marketing creates PowerPoint slides and that is what goes up on the screens. So, if you want to create a PowerPoint slide that Marketing could use, that might be the most efficient. Otherwise, if you just send the information, marketing will create the PowerPoint slide.

Outside BSM Sign (on the frontage road/Highway 100):

If you would like a message put on the electronic BSM sign located on the frontage road, email the information to Judy Koski (jkoski@bsmschool.org).

- Keep it very short as the sign does not allow for a lot of information. Best to have just the name of the event, dates and times.