Perth International Folk Dance Group / Perth International Dance

Grapevine – A Checklist

The *Grapevine* Newsletter is published on an irregular basis by the Group. Responsibility for collating and formatting the material is allocated after discussion with the Group's Committee. This checklist should be used to ensure consistency and quality:

The material is presented in a number of categories relating to:
Formatting and Content
Copying
Distribution

Formatting and Content

1. Has the standard header and footer been used?
2. Does the issue have the standard look and feel?
3. Is there enough white space? Does it look good aesthetically?
4. Have you included a balance of articles of general interest?
5. Are articles relevant to the wider Group audience? Some travel articles may be considered - possibly as an Appendix or supplement.
6. Have the articles been proofread thoroughly?
7. Have photographs been cropped and reduced in size - physically and file-size-wise?
8. Have contributors read and endorsed their own articles?
9. Are articles at the right level of detail? Ask contributors to précis or expand if necessary
10. Have corrections been applied and rechecked?
11. If articles are split between issues, does each 'episode' stand alone and make sense?
12. Has a final spelling check been done? Have corrections been applied?
13. Has the style and grammar been checked?
14. Has a printed number of copies been agreed?
15. Have printing cost estimates been sought, confirmed and agreed by the Treasurer and President?
16. Have event dates been checked? Do dates and the days of the week agree?
17. Have the articles been cross-checked for consistency?
18. Is the Editorial succinct, balanced, fair and relevant?
19. Have all references to *Grapevine* been *italicised*?
20. Have Issue and Volume numbers, venues and phone numbers been checked?
21. Have the coprrect PID logo and QR been included?

Copying

1. Has a PDF version been produced?
2. Has a master copy been produced to reduce time?
3. Have copies of all inserts / supplemental parts been made?

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4. Are all pages in the right order and the right way up?
5. Have enough copies been made, available to all Groups?
6. Has a copy been passed to the PID-Web co-ordinator?

Distribution
1. Is there a copy on the PID Web site?
2. Have as many copies as possible been handed out to reduce postal costs?
3. Have copies been sent via e-mail to reduce postage? Use PDF – it's smaller
4. Have all paid-up members received a copy or notice that it is available?
5. Have standard labels been used for postage?
6. Has a record been kept of who received copies?
7. Have copies of inserts been included in mailouts?

Some Guidelines and Rules of Thumb for Contributors
If you are writing an article for Grapevine please consider the following:
1. Abide by delivery dates - try to work two weeks out and don't spring chenges to the article at the last minute.
2. Work with the Editor and accept their decisions.
3. Articles should primarily have a dance focus followed by a Group focus and be relevant to the audience.
4. If you are invited to address a specific subject please keep to that subject
5. If your article is one of a series, make sure that there are adequate links and segues from the previous and the subsequent articles
6. Use photos – jpg, format, size, aspect ratio .. .. .. etc
7. If your article relies on or references another article ensure that the article is being included and that the cross-references are relevant.
8. Use good grammar, structured sentences and break material up using paragraphs.
9. Leave sufficient white space for aesthetic appeal
10. Break bulky sections up with photos or relevant cartoons
11. Use photos – jpg, format, size, aspect ratio .. .. .. etc
12. Use left and right justification
13. Article size recommendations
    - Aim for a maximum of 600 words maximum – that's about a page in normal *Grapevine* format
    - Most articles should be one column – about 300 words – this also applies to the President's report
14. Timing – allocate sufficient time to produce your article.
15. Include references to external material where relevant and do not plaigerise.
16. Seek permission to use material from other sources and publications - *Footnotes* for example.

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17. Be prepared for your article to adapted or précied to fit the available space.
18. Review your copy in situ and pass comments back in a timely way
19. Recognise that the Editor's decision is final

Follow up

1. Have comment and feedback been followed up?
2. Have relevant comments and feedback been discussed at Committee or with Committee members?

Document Control

| Issue 1 | 2010 | Martin Williams Grapevine Editor | Initial Document published |
| Issue 2 | Feb 2020 | Martin Williams | New logo and PID-Web address |

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