

Texas Rainbow News

OFFICIAL PUBLICATION OF THE GRAND ASSEMBLY OF TEXAS

GUIDELINES FOR 2022-2023

INFORMATION FOR SUBSCRIPTIONS

SUBSCRIPTIONS: **\$8.00 PER YEAR PER EMAIL:** 4 Electronic Issues Per Calendar Year
CHECKS MUST BE MADE PAYABLE TO: **GRAND ASSEMBLY OF TEXAS**

Subscriptions and Payment for Board Members must be received by November 15, 2022. All other subscriptions and payments are due by December 1, 2022. (Girls, Parents, Adult Supporters)

SUBSCRIPTIONS Must Include (1) Full Name, (2) Assembly Name, (3) Indicate if recipient is Board Member, Rainbow Girl, Pledge Girl or Adult Supporter, (4) Email Address

MAIL TO: Ms. Suzzette Faith, 2111 Whitehurst Lane, Carrollton, TX 75007

QUESTIONS ABOUT YOUR SUBSCRIPTION: jsfaith1@aol.com

INFORMATION FOR "LINE ITEM" COLUMNS

These are the columns such as *Rainbow Rays, Sunshine, Shadows, Raindrops, Partners in Progress, Oops, Movin' and Groovin', In Sympathy, Little Brothers and Sisters, Wedding Bells, Pledge Corner, etc.* Photos are welcome. Send in .jpg with name identification.

SEND VIA EMAIL TO: Mrs. Lisa Jorstad

lisajorstad9@gmail.com

SPECIAL FEATURE ARTICLES AND PHOTOS

These are articles about *special events, meetings, awards, Grand occasions, and general photos (.jpg)*

10 pt. Garamond, left hand alignment, please

SEND VIA EMAIL TO: Ms. Shanna Winslett-Clark Winslett.Clark@gmail.com

ASSEMBLY ARTICLES and ADS and PHOTO(S)

10 pt. Garamond, left hand alignment, please

SEND VIA EMAIL TO: Ms. Suzzette Faith jsfaith1@aol.com

There is no fee for your assembly article. Please limit your article to 300 words.

Please include the following information with your article and ad. (This information does not count towards your 300 words.) *Omit meeting dates and times as well as location of meeting places; these are found on the Texas*

Rainbow Website: www.txiorg.org

Name of Assembly

Names of Worthy Advisor and Mother Advisor

Names of Girl and Adult Grand Officers

Pledge Group Information: - Name, Pledge Sister, Pledge Mom

The picture to appear in your ad may be of an individual or of a group. Pictures may be black and white or color. Pictures must be sent in .jpg file. Articles should be typed and submitted by email.

GUIDELINES FOR SUBMITTING ARTICLES BY Email:

1. Articles must be attached as a Word document (.doc file)
2. Size of font should be **10 pt. Garamond, left hand alignment**
3. Headlines should be in 14 pt., all caps, bold, or equal size in **your choice** of font
4. Pictures must be in a .jpg file. Pictures emailed should have the highest resolution
If picture is 4 1/2', use 72 dpi. If picture is less than 4 1/2, use 300 dpi
5. In the Subject area of the email: Please type: **TRN** Article for (name of assembly or section)
6. See also document, "*Tips for Writing Articles for the TRN 2022-2023*"

DEADLINES ARE VERY IMPORTANT: To be included in the:

Jan, Feb, Mar Issue - **Information must** be received by **December 1**
Apr, May, June Issue - **Information must** be received by **March 1**
July, Aug, Sept Issue - **Information must** be received by **June 1**
Oct, Nov, Dec Issue – **Information must** be received by **September 1**

| ASSEMBLY ARTICLES DUE BY ISSUE | | | |
|--|--------------------------|-------------------------|-----------------------------|
| Send to: Ms. Suzzette Faith, jsfaith1@aol.com or 2111 Whitehurst Lane, Carrollton 75007. For help, see document " <i>Tips for Writing Articles for the TRN 2022-2023</i> " | | | |
| Due December 1 | Due March 1 | Due June 1 | Due September 1 |
| ISSUE | ISSUE | ISSUE | ISSUE |
| January, February, March | April, May, June | July, August, September | October, November, December |
| Alvarado #68 | Amarillo - Palo Duro #19 | Abilene #86 | Fort Worth #15 |
| Arlington #96 | Austin #5 | Burleson #374 | Houston #8 |
| Dallas #33 | Pearland #337 | Gun Barrel City #369 | Kilgore #168 |
| Liberty-Waco #18 | Conroe #73 | Plano #320 | Port Neches #159 |
| Horizon #384 | Rose #382 | San Antonio #3 | Richardson #291 |
| Brazos River LT#385 | Melrose #167 | West Side #233 | Roy Stanley #127 |
| North Texas #383 | New Braunfels #277 | Trinity River #379 | Schertz #280 |
| Heart of Texas #386 | | | Sunshine #375 |

Texas Rainbow News

Tips for Writing Articles for the TRN – 2022-2023

Quick “Pointers” to help the Editors

When writing the words *Texas Rainbow News* or *TRN*, in any fashion – in a document or in email form - always use **Bold** and *Italic*. For your personal emails, please make a habit of also using **Bold** and *Italic* **Texas Rainbow News** or **TRN**. This is good training so others will use the proper form.

Write **headlines** in **Garamond** 14 pt., or an equal size in *your choice* of fonts.

Write the **body** of an article in **Garamond** 10 pt., always – no option on this font. ☺

First **paragraph**: Include the following in your article:

Who- who was there, Grand Officers, special guests, etc. If you use assembly names, please add the # of the assembly. Normally, **only** the number of the assembly is used and **not** the word "Assembly"; i.e. Houston #8 **not** Houston Assembly #8

What- What was the point of the meeting or event

When- When did the event take place

Where- Where was it

Why- Why did they have it

And possibly **how**

Use **third person (he, she, they)** as much as possible when writing articles. Try not to use the words **“I”** or **“we.”** You are reporting what **happened** at the event, not how the event made a person/persons feel.

Paragraphs are left hand justified. No indention.

If you have photos of the event, do not put them in the article. Send them as a separate attachment in .jpg. It is helpful if you label your photo with a descriptive **name** rather than send labeled with only the **number** of the photo. It **is** permissible to attach your photos with your article to ensure correct placement of the photos you send; however, they must **also** be sent in .jpg format. Clip art is very welcome and encouraged. These make articles more interesting, especially if there are no photos!

Articles should be carefully proof-read for spelling and grammatical errors. Use spell-check. Be sure articles are clear and concise!

Write **End (in red)** at the end of each article. That will help us to know it is complete. ☺ This is also a good journalism practice.

Deadlines must be firm. Please do not ask for extensions.

BE SURE, you have added the following emails to your personal approved contact list – so they don’t end up in your Spam folder! They need to communicate with you! Please check your email daily.

| | | |
|-----------------|--------------------------|---|
| Shanna Winslett | winslett.clark@gmail.com | General Editor and coordinator Special feature articles and photos |
| Suzzette Faith | jsfaith1@aol.com | Editor for assembly articles/photos Subscriptions |
| Lisa Jorstad | lisajorstad9@gmail.com | Editor for "Line Item" columns Coordinator for Event Reporting |
| Marlene Dibrell | marlenedibrell@gmail.com | Rainbow Stars |

Texas Rainbow News

Information for "Line-Item" Columns

Rainbow Rays

Assembly activities; girls in Rainbow activities

Sunshine

Girls' activities and honors in community, school, *not* in Rainbow activities

Rain/Raindrops/Shadows

Illnesses, concerns

Partners in Progress

Activities with Fraternal Family

Little Brother and Sister

Births: name and details, name Mom and past office or assembly, and Dad's name

Wedding Bells

Also refer to Past Grand Appointment or assembly, also husband

Oops

Error corrections

Movin' and Groovin'

Changes of address and email

In Sympathy

Acknowledging deaths, add assembly relationships

Pledge Corner

News from Pledge Groups

Texas Rainbow News and *TRN* are always in **Bold** and *Italic*, in all places, all references

To write assembly name and number: use Plano #320, **not** Plano Assembly #320.

omit "assembly" in all cases

Assembly name and number or Girl's name (as applicable to the article) is always in **Bold**

Use Garamond 10 pt. for articles; left-hand justified. Headlines in 14 pt. Garamond

or equal size in another font for variety and interest