

# Bulletin Board Guidelines for Posting

- 1. What is the Bulletin Board:** The Bulletin Board is an email that goes out every Wednesday afternoon to a list of subscribed email addresses to share information and needs within the body at CBC.
- 2. How to subscribe:** To subscribe to the Bulletin Board, fill out the Subscribe Form at [www.cbcsavannah.com/bulletinboard](http://www.cbcsavannah.com/bulletinboard). You can also access this page by clicking “Media” then “Bulletin Board” on our homepage.
- 3. Who is eligible to post:** Regular Attendees and Members of Community Bible Church.
- 4. Content suitable for posting:** Ads can be posted under different categories: Free, For Sale, Wanted, Employment (needed or offered), Housing (needed or offered), Events, \* Services (needed or offered), and General Announcements. \*Services Offered: ads may be run to advertise a personal business, including a direct-sales business (Pampered Chef, Creative Memories, Mary Kay, etc.), however the Bulletin Board may not be used to advertise home shows. The ad cannot use discriminating language (i.e. service or item is available only to a Christian person).
- 5. Ad text:** The ad needs to be concise, one or two sentences long, only listing pertinent details (item, price, condition, etc). The ad is phrased in 3<sup>rd</sup> person (ex: Needed - Black slipcover for a couch. Willing to purchase for garage sale prices. Please contact [name] at [email or phone].) \*
- 6. Frequency of posting:** Ads are repeated for one week, if requested, in order to keep the Bulletin Board fresh for all subscribers. An ad may not be repeated unless cleared by Rebecca Allen, Office Administrator.
- 7. Attachments:** The Bulletin Board does not include file attachments because they may contain viruses. If you do have a photo, you may ask people to email you a request for a photo. If you have a website, the link may be included in the Bulletin Board.
- 8. How to post:** Visit [www.cbcsavannah.com/bulletinboard](http://www.cbcsavannah.com/bulletinboard) and click the “Request to Post” button. Please send the ad worded as you would like, and make sure that it meets the requirements listed in point 5. Send the request by 3:00 p.m. on Wednesday in order for it to be posted same day. \*The ad may be reworded, condensed or declined.