

## **DZIMC Event Notice, Email and Website Policy, Revised, 9-23-17**

DZIMC is sometimes asked to help publicize community events via its email list, web site, and social media accounts such as Facebook. This policy has been developed to give guidance on which events are eligible to be publicized. The Guiding Sangha will evaluate such requests on a case-by-case basis with guidance from the Community and Lay Leaders. DZIMC wishes to support the development of community and long-time DZ practitioners as they offer teachings or other activities.

1. DZIMC will not provide our email list to any other organization.
2. Decisions about publicizing events not sponsored by DZIMC will be guided by the following:
  - a. The event will promote the Buddha's teachings on wisdom, ethical behavior, and mindfulness.
  - b. The presenter is adequately trained in what they are presenting.
3. DZIMC Email list:
  - a. May be used for events with or without a fee if the event is put on by a member of the DZ community.
  - b. May be used for dana (non-fee) events by non-DZIMC community members.
  - c. Message must clearly state that the event is not sponsored by DZIMC.
  - d. An approved event will be publicized by only one email blast. No recurring messages will be sent.
4. DZIMC Website:
  - a. DZIMC's calendar will only include DZIMC events and events led by DZIMC Community and/or Lay Leaders.
  - b. A Community Events page/calendar will be developed to post events that are not sponsored by DZIMC.
5. Social Media:
  - a. Any event that qualifies to be on the Community Events page and/or can be publicized via the email list may also be publicized on DZIMC social media sites. These listings must include the disclaimer that it is not sponsored by DZIMC.

Adopted 9/23/2017