

# Bridgewater Information Central Board Posting Guidelines

## General Guidelines

Anyone wishing to have information placed in a Bridgewater Information Central posting area should drop the materials off to the Landmark Lodge Front Desk. Appropriate materials include resident-run events, Brownstown or community events or information, fundraisers, charitable contributions, concerts, lectures and educational opportunities of interest to Bridgewater residents. Postings containing religious or political information, or any other material deemed inappropriate will not be posted in the Bridgewater Lodge.

- The materials provided will be reviewed by the Bridgewater Lifestyle Director and/or designee.
- Upon approval, the Bridgewater LSC representative will initial and post the information in the appropriate areas, space permitting.
- All materials posted without LSC verification initials will be removed and destroyed.
- All materials posted on walls, windows, glass, doorways, shelves, tables, machines or other inappropriate locations will be removed and destroyed.

All resident postings must include:

- ☞ Individual or group name
- ☞ Contact information such as email/website/address/phone number
- ☞ Postings will be reviewed and updated weekly.
- ☞ Requests to re-submit or extend a posting should be submitted to the Landmark Lodge Front Desk.

For further information on Information Central, contact:

- Landmark Lodge Desk (734) 789-8750
- landmarklodgestaff@gmail.com

# Bridgewater Information Central Board Posting Guidelines

## Information Central Posting Areas

### BW Community Updates Posting Area

Owner: Bridgewater Property Manager

AAM Property Manager bulletin board and rack. All information is provided and managed by the Bridgewater Property Manager. This is information pertinent to all residents regarding the Bridgewater community.

### Fitness

Owner: Bridgewater Lifestyle Director

This information is for recurring fitness activities that are sponsored by the Bridgewater Lifestyle Director, Charter Clubs, or Residents.

### Lifestyle Events

Owner: Bridgewater Lifestyle Director

This information is for events organized and sponsored by the Bridgewater Lifestyle Director and Lifestyle Committee (LSC). (Information on events organized and run by residents are located on the Resident Run and Local Events board.)

### Charter Clubs

Owner: Bridgewater Charter Club Presidents

This information is for meetings and events from sanctioned Bridgewater Charter Clubs.

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### Resident Run and Local Events

Owner: Bridgewater Lifestyle Director

- Resident run activities are organized and run by residents, and not the LSC or Lifestyle Director.
- Local events are run by community groups and are of interest to Bridgewater residents.
- Flyers for this section should be approximately but not exceed 8.5" x 11".

### Resident and Business Ads

Owner: Bridgewater Lifestyle Director

- This information is Bridgewater resident want ads (buy or sell), resident advertising for resident-owned businesses, and business cards of local businesses of interest to residents.

Forms for Ads are in 3 sizes

- Bridgewater Want Ad half sheet                    8.5" wide x 5.5" high
- Bridgewater Want Ad quarter sheet                    4.25" wide x 5.5" high
- Standard business card                    3.5" x 2"

- Also in this area will be local information provided by Brownstown Township or other local organizations that may be pertinent to Bridgewater residents.