



SCOTTISH RITE OF FREEMASONRY

ORIENT OF NORTH CAROLINA, SOUTHERN JURISDICTION, U.S.A.

Standard Operating Procedure ORIENT-WIDE NEWSLETTER ARTICLE & PHOTO SUBMISSION

		Accepted File Type(s)
Article	Article MUST be submitted in a MicroSoft WORD document	.doc OR .docx
Images	Images MUST be sent as an attachment to your email along with your attached .docx file.	.jpg, .gif, .png
Email Orient-Wide Newsletter Editor	editor.ncsrjournal@gmail.com	

AUTHORS/WRITERS will be responsible for grammar and spell checking their own articles prior to submitting articles in the format specified/ outlined above.

AUTHORS/WRITERS will follow the procedures that their Valley's Personal Representatives and/or Secretaries have set forth before sending to the ORIENT-WIDE NEWSLETTER EDITOR.



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Standard Operating Procedure ORIENT-WIDE NEWSLETTER

DEADLINE NOTIFICATIONS

ORIENT-WIDE NEWSLETTER EDITOR shall send an email to AUTHORS/WRITERS notifications on a regular schedule reminding them when articles should be sent in to the ORIENT-WIDE NEWSLETTER EDITOR. ORIENT-WIDE NEWSLETTER EDITOR emails regularly schedule reminders to a list of contributing AUTHORS/WRITERS.

Notice 1	15 th of the Month	Feb, May, Aug, Nov.
Notice 2	Last Day of the Month	Feb, May, Aug, Nov.
Notice 3	Final 24 Hour	March, June, Sept. Dec.
Notice 4 / DEADLINE	15 th of the Month	March, June, Sept. Dec.

Notice 1 – email reminder of the upcoming deadline date

Notice 2 – email that is final call for ARTICLES with deadline date

Notice 3 – 24 hour

Notice 4 – DEADLINE

- email thanks to everyone who sent articles and states that ORIENT-WIDE NEWSLETTER EDITOR is wrapping up CURRENT ISSUE of ORIENT-WIDE NEWSLETTER and that now we are ready to start collecting articles for the NEXT ISSUE.
- A link to submission guidelines and add deadlines for the NEXT ISSUE.



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Standard Operating Procedure
ORIENT-WIDE NEWSLETTER

PUBLISHING SCHEDULE

The regular issue of the ORIENT-WIDE NEWSLETTER is on a quarterly schedule.

The website publishing dates are on the 1st of the month in:

February, May, August, November

Q-1 (Winter issue: November, December, January)..... February 1st

Q-2 (Spring issue: February, March, April).....May 1st

Q-3 (Summer issue: May, June, July)August 1st

Q-4 (Fall issue: August, September, October).....November 1st



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Standard Operating Procedure ORIENT-WIDE NEWSLETTER DISTRIBUTION PLAN

ORIENT-WIDE NEWSLETTER EDITOR will email:
OWN@NCSCOTTISHRITE.ORG to notify all communication channels that
the ORIENT-WIDE NEWSLETTER is ready to be DISTRIBUTED. (Note:
Attach Final PDF to emails)

1. All VALLEY SECRETARIES – email must include instructions to send email to all their members
2. ORIENT PUBLIC RELATIONS CHAIRMAN – email must include instructions to publish on Orient Website AND email a special email list designated by the DEPUTY/SGIG
3. All VALLEY WEBMASTERS – email must include instructions to publish on the Valley Website
4. ORIENT FACEBOOK COORDINATOR – email must include instructions to create a post on Orient Facebook
5. VALLEY FACEBOOK MANAGERS – email must include instructions to either repost the Orient Facebook post or new post on Valley Facebook

Standard Operating Procedure ORIENT-WIDE NEWSLETTER DUTIES OF LEADERSHIP

1. ALL VALLEY SECRETARIES APPOINTED BY THE SGIG
 - Receives ARTICLES for review;
 - For only and, if necessary, an INVOICE to a CLUB.
 - Send content to ORIENT-WIDE NEWSLETTER EDITOR and
 - notice of need for a CLUB to make a payment (CLUB pays VALLEY. VALLEY pays ORIENT PUBLIC RELATIONS.)
2. ORIENT-WIDE NEWSLETTER EDITOR



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Receives ARTICLES from VALLEY SECRETARIES and approved AUTHORS/
WRITERS from the Valley.

- Reviews and makes any necessary edits to fit within the PAGE SIZE of ARTICLES before submitting them to ORIENT PUBLIC RELATIONS for formatting into ORIENT-WIDE NEWSLETTER. Sending proofs to AUTHORS/WRITERS is optional.
- Preview and make necessary changes to ARTICLE and LAYOUT DESIGN with ORIENT PUBLIC RELATIONS.
- Approves final copy of ORIENT-WIDE NEWSLETTER to be converted to PDF format to be sent to DEPUTY/SGIG for his review and approval to distribute.
- Upon DEPUTY/SGIG approval; ORIENT-WIDE NEWSLETTER EDITOR will initiate the DISTRIBUTION PLAN.

Standard Operating Procedure ORIENT-WIDE NEWSLETTER

DUTIES OF LEADERSHIP (CONT)

3. ORIENT PUBLIC RELATIONS CHAIRMAN

- Assembles ORIENT-WIDE NEWSLETTER from ARTICLES received from ORIENT-WIDE NEWSLETTER EDITOR.
- ORIENT PUBLIC RELATIONS *does not edit ARTICLES, This is the duty of the ORIENT-WIDE NEWSLETTER EDITOR.*
- Send proofs and a final copy to ORIENT-WIDE NEWSLETTER EDITOR.
- Upon approval to DISTRIBUTE, ORIENT PUBLIC RELATIONS will publish onto the Orient website.

4. DEPUTY/SGIG

- Approves release of ORIENT-WIDE NEWSLETTER to be DISTRIBUTED.

5. ORIENT FACEBOOK COORDINATOR

- Receive ORIENT-WIDE NEWSLETTER when ready for distribution to create a post on ORIENT FACEBOOK. A link to the Orient Website must be included.



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6. ALL VALLEY WEBMASTERS

- Receive ORIENT-WIDE NEWSLETTER when ready for distribution and will add it to the Valley Website or link to the Orient Website.



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Standard Operating Procedure

ORIENT-WIDE NEWSLETTER

DUTIES OF LEADERSHIP (CONT)

7. VALLEY FACEBOOK MANAGERS

- Receive ORIENT-WIDE NEWSLETTER when ready for distribution and will add it to the Valley Facebook or share the Orient Facebook post. A link to the Orient Website and/or Valley website must be included.



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Standard Operating Procedure
ORIENT-WIDE NEWSLETTER

VALLEY ALLOTTED PAGES

IMPORTANT: The Valley Allotted Pages are actual and they will not exceed 1 full page. This is meant to help the ORIENT-WIDE NEWSLETTER EDITOR and the VALLEY'S PERSONAL REPRESENTATIVE AND SECRETARIES understand space availability and help create a streamlined ORIENT-WIDE NEWSLETTER.

VALLEY MEMBERSHIP	Total Page Allotment
Asheville	1 page / issue
Charlotte	1 page / issue
Fayetteville	1 page / issue
Franklin	1 page / issue
Greensboro	1 page / issue
New Bern	1 page / issue
Raleigh	1 page / issue
Wilmington	1 page / issue
Winston-Salem	1 page / issue
Orient	3 page / issue
	12 Pages

The SGIG/DEPUTY will periodically review and access pricing for the Valleys.

Standard Operating Procedure



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ARTICLE SIZE GUIDELINES

Article Word Count Limits

IMPORTANT: The word count below does not include space taken up by graphics/photos. Subtract from the word count to accommodate for images in your article. Including quality imagery with your article is advised.

- 1 page: LESS THAN OR EQUAL TO 250 WORDS + 1 IMAGE
- Each Valley gets a page if submitted before the deadline.
- If articles are not submitted before the deadline, a "default partial page with reunion information" and Orient News may fill it.
- IF there are too many ARTICLES submitted then ARTICLES will be bumped to the next issue.
- IF there are too many images/photos submitted with the ARTICLE then images/photos may be omitted, reduced or artistically used by DESIGNER.
- All Valleys understand that if they submit more than one page after the deadline, the Valley will be billed \$93 per page. If this results from "club" submissions, the Valley may bill the club. (see page 11)



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ORIENT-WIDE NEWSLETTER

ARTICLE SUGGESTIONS

IMPORTANT: Valleys are encouraged to submit to the ORIENT-WIDE NEWSLETTER EDITOR articles about connections to subordinate lodges, veterans who served, 50 year members, exciting stories from reunions, member profiles, gifts received, milestones...

Special Articles Throughout the Year

- Upcoming Events/Trips
- Spring/Fall Reunions
- 50 Year Members – In Memoriam and Lifestyle Articles
- Orient Golf Tournament
- Scottish Rite Foundation & RiteCare Scottish Rite Childhood Language Program (SRCLP)
- Orient Chair Articles



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CLUB ARTICLE PRICING

The ORIENT-WIDE NEWSLETTER cost is \$93/page and is published quarterly.

Scottish Rite Club	Valley	POC	INVOICE
Cape Fear Area	Wilmington	Mark Tart 919-820-0220 tartma32@yahoo.com	1 page / issue
Goldsboro/Wayne County Scottish Rite Club	Wilmington	Ray Casey 919-920-9481/919-508-5413 raysda07@nc.rr.com	1 page / issue
Albert Pike Club	Charlotte	Robert Wittmann, 32° KCCH 910-528-2410	1 page / issue
Charlotte Study Club	Charlotte	Ill. James Howell, 33° 704-813-9504	1 page / issue
New Bern Scottish Rite Club	New Bern	Russ Bauer 609-781-9708	1 page / issue
Enfield Scottish Rite Club	New Bern	Ken Branch 252-813-0841	1 page / issue
Onslow County Scottish Rite Club	New Bern	John R. Demichele 252-422-6996	1 page / issue
Lee County Scottish Rite Club	New Bern	John H. Miller 919-498-3696	1 page / issue

If you are a Scottish Rite Club and not listed above; please contact your VALLEY'S GENERAL SECRETARY to be placed on the list for the ORIENT-WIDE NEWSLETTER EDITOR.



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ORIENT SPECIAL ARTICLE SCHEDULE

Special Articles will appear in the ORIENT-WIDE NEWSLETTER throughout the year. Each of our Chairmen can submit an article(s) or report(s) as a lifestyle or ad style anytime; please contact the ORIENT-WIDE NEWSLETTER EDITOR to schedule your special article.

Orient Chairs	POC	Issue
NCSRF Secretary/Treasurer	Ill. DC Heilman, 33°	ALL
Orient Americanism Chairman	Ill. Tim Parker, 33°	Q- 2
Orient Degree Team Chairmen	Ill. Mike Daniels, 33° Ill. Russell Rainear, 33°	Q- 1, 3
Orient Development Chairman	Barry Deutsch, 32° KCCH	TBA
Orient Disaster Chairman	Aaron Byrd, 32° KCCH	TBA
Orient Facebook Coordinator	Ill. Chris Hall, 33°	TBA
Orient Fundraising Review Chairman	Ill. Michael Fischer, 33°	TBA
Orient Golf Tournament Chairman		
Orient Historian Chairman	Ill. Ludwik Wodka, 33°	TBA
Orient Masonic Youth Chairman	John Walston, 32° KCCH	Q- 2
Orient Membership Chairman	Thomas VanEtten, 32° KCCH	Q-3, 4
Orient Public Relations Chairman	Rita Daniels	ALL ISSUES
Orient RiteCare Chairman	Alex Edmisten, 32° KCCH	Q-1, 2
Orient Newsletter Editor	Ill. Craig J. Horton, 33°	ALL
Orient Strategic Plan Chairman	Ill. Steve Pendergrass, 33°	TBA
Orient-Wide YouTube Channel Editor	Ashley Cooke, 32° KCCH	TBA
17 Chair Positions		



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