

Communications Procedure:

Following are the modes of communication about the HTA events and messages:

There will be 3 bulletin boards in the temple:

1. Official Board – Will be used for posting official HTA information and usually maintained by the HTA Secretary.
2. HTA Puja Events and other event fliers – Maintained by the Puja Committee and Special Events.
3. Sister Organizations and Businesses – All sister organization fliers can be posted without any approval. All businesses must get approval from HTA Secretary before posting fliers.

HTA Web Site: <http://hindutempleaz.org/>

AZINDIA.COM: HTA web site link is at this site. As well as the monthly events are posted here. For posting the events, send an email info@azindia.com

Valley India Times: This newspaper is published monthly. Send articles and advertisements to Jayant Dholakia at valleyindietimes@hotmail.com. The deadline for submitting the information is 20th of each month. The newspaper is published around the first of each month and reaches the homes of subscribers by 6th of each month.

Direct Mail: One of the more expensive ways of communicating. Need to be used when we are required to insure that information reaches the HTA membership, e.g. election notice or general body meeting etc.

Fliers Distribution: Very popular and inexpensive way of disseminating information. Design and print fliers and drop them off at Indian grocery stores and restaurants. Allow at least a month for information dissemination.

Emails: Maintain an email list of members and send them the information via email. Make sure that the members have no objection to receiving emails. Always allow the option for members to “unsubscribe to the mailing list.”

Announcements: General announcements will be made by Temple Priest. Administrative announcements will be made by the Executive Committee. Reminders on regular events will be made on a case by case basis as the events are displayed on bulletin board.

Newsletter: A quarterly newsletter will be mailed to all devotees.