

Monday Memo Protocols

The Monday Memo is the school's primary vehicle for communicating school wide information, events and activities.

We welcome Villa related news and events. Please submit items via email in a timely and succinct manner. The Monday Memo does not publish personal advertisements.

If your activity requires a registration form, order form or publicity flyer, Villa has a standardized template that we ask you to use. We will email you the template with guidelines for use. If you prefer, you may email your information and we will create your flyer.



Due When:

4:00pm Wednesday for the subsequent Monday's Memo.

Send to:

Please E-Mail in plain text to aterry@thevilla.org.

How Long:

Please indicate in your email if you wish the item to run more than one week.

**For more information contact Anne Terry at
(206) 729-0219, ext 279 or aterry@thevilla.org.**



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