

MPE COMMUNICATION PROTOCOL

Facebook: Carrie Weatherford (carrieweatherford@gmail.com) Email all FB content requests directly to: MountainParkMustangsfacebook@gmail.com Facebook posts can be scheduled, so similar guidelines apply as those to Mustang Flyer i.e. content requests for the following week should be received by Tuesday at 9:00 pm.

Marquee: Aly Stanfa (alystanfa@gmail.com) Uses the Monday calendar update and Thursday Mustang Flyer to update the marquee as needed.

Mustang Flyer: Please see guidelines. Requests must be received by Tuesday at 9:00 pm. Send to mpemustangflyer@gmail.com. Currently Yvelisse Cordero and Nicole Wang.

Thursday Folders/Flyers: These must be approved by Stacy Perlman. Email or provide a copy to her for approval; bulk copies must be in teacher's mailboxes by end of school on Tuesday.

Website: GG Daly(dalygg@gmail.com) Please send any attachments and summary of what is to be included to her. She will update weekly.

Yearbook: Jennifer Barton (mpepta@gmail.com)

Any questions, please contact Sybil Toney (sybiltoney@gmail.com) or co-presidents Cathy Malec and Sarah Hailey at mpepta@gmail.com