

DPA Listserv Guidelines

DPA-List Google Group

OVERVIEW

Purpose

The DPA Listserv functions as an online resource to the at-large Dallas-Fort Worth production community. It exists to facilitate communication amongst the community for the purpose of exchanging information related to the production of film, video or interactive media product.

The DPA Listserv is open to all individuals with an interest in the DFW production community. Membership in the Dallas Producers Association is not required to join the listserv.

Structure

The DPA Listserv is a moderated list. All posts to the list must first be approved by a moderator before being sent to the list membership. List moderators have been authorized by the DPA Board of Directors to decide when a post violates the DPA Listserv Guidelines.

Posting to the DPA Listserv is a benefit of membership in the Dallas Producers Association and is available to DPA Members in good standing.

Acceptance

By subscribing to the DPA Listserv you are acknowledging your acceptance of the DPA Listserv Guidelines and agree to abide by them. Failure to comply with the DPA Listserv Guidelines may result in the temporary or permanent revocation of list participation privileges.

SUBSCRIBING

Requirements

All subscribers must furnish basic contact information in order to be approved for listserv membership. Basic contact information must include:

- Full Name
- Company Name
- Phone Number
- Email Address

Subscribers must also furnish a brief description of their interest in or relationship to the film, video or interactive media industry (i.e. "I am a producer for a network television program", "I am a student at SMU in the radio/TV department", or "I am interested in supporting the local production community").

Instructions

To subscribe to the DPA Listserv select one of the methods below:

- Send an email to dpa-list-subscribe@googlegroups.com.
- Include your contact information and a brief description in the body of your email.
- The email account you use to send the subscribe request will be the email address recognized by the listserv to accept posts.

Approval

Once a request has been submitted it must first be approved before the subscription can be processed. The DPA Administrative Director (AD) will be responsible for approving new memberships to the DPA Listserv. The AD will review the request for the required contact information and description. A follow-up email will be sent by the AD if there is any missing information.

No subscription requests will be approved without the subscriber's basic contact information and a brief description.

RULES & GUIDELINES

Sign All Posts

Identify yourself in all posts to the listserv. It is important that everyone know from whom the message originated. Include your full name, company and basic contact information. No anonymous posts will be accepted.

Clearly State Your Subject

When posting messages, use the SUBJECT area to clearly indicate what the post is about. Making sure the subject makes sense will help in receiving appropriate responses. When initiating a new discussion, the subject also sets up the thread so that anyone replying to your message will get the same subject.

Trim Responses

When replying to posts trim away any unnecessary content that is included automatically below your message. This will better focus your reply to the list and it will aid those receiving the daily digest version of the listserv from having to hunt for the relevant information.

Personal Replies

Direct all replies of a personal nature to the sender of the message instead of the entire list.

No Personal Attacks

Refrain from attacking another member personally on the listserv. All posts of a personal nature should be sent directly to the individual in question and not the entire list.

No Profane Language

The DPA Listserv is a professional business resource and needs to be treated as such. Refrain from the use of profane language in all posts.

Full Disclosure

When making a creative or service suggestion, identify yourself in relation to the company or person you're recommending; especially if you have a financial interest in the person or service you are recommending.

No Off-Topic Posts

Posts considered "off-topic" for this listserv are those not directly related to the business of film, video or interactive media production. These include but are not limited to the following:

- Posts of a personal religious nature.
- Posts of a partisan political nature.
- Any fund-raising requests.

Unsolicited Advertising

Excessive advertising of products or services not solicited by member posts is not permitted. However, the promotion of available products or services as a production resource or announcements of local screenings are valuable to the listserv membership and are encouraged.

Advertising opportunities are available through DPA meetings, the DPA website and the monthly newsletter. Contact info@dallasproducers.org for more details.

UNSUBSCRIBING

Instructions

To unsubscribe to the DPA Listserv select the method below:

- Send an email to dpa-list-unsubscribe@googlegroups.com.
- Include your reason for leaving the listserv (if desired).
- Once your request has been processed you will cease receiving posts from the listserv.

REMOVAL

Should any listserv member violate these guidelines, the DPA reserves the right to remove them from the list. Upon the first violation of these guidelines, a member will be warned. After three violations within a 3 month period of time, the user will be removed from the list.

REINSTATEMENT

Any member removed from the listserv may submit a request for reinstatement to the DPA Board of Directors. All requests must be submitted in writing to info@dallasproducers.org. The Board will review the request at the next regularly scheduled Board meeting.

DISCLAIMER

Please note, while this list is a service of the Dallas Producers Association, the DPA does not accept responsibility for opinions and information posted by listserv members. Please be responsible for posting. The above guidelines have been put in place to promote professional conduct. All posts must be made in accordance with these guidelines.