**BMS PTO PUBLICITY GUIDELINES 2025-2026**

To Post to PTO Website:

1. Email Jillian Isom at [publicitybmspto@gmail.com](mailto:publicitybmspto@gmail.com)
2. CC to Amanda May & Kimberly Sims at [presidentbmspto@gmail.com](mailto:presidentbmspto@gmail.com)
3. Subject of email: Submission for Website
   1. Deadline is 1 week before your schedule event
   2. Please allow for a 24 hour turnaround time for items to be listed or updated on the website
   3. All submissions will be reviewed for content and are not guaranteed to be posted unless school related/appropriate

To Include in the Monthly Longhorn Links E-Blast:

1. Email Jillian Isom at [publicitybmspto@gmail.com](mailto:publicitybmspto@gmail.com)
2. CC to Amanda May & Kimberly Sims at [presidentbmspto@gmail.com](mailto:presidentbmspto@gmail.com)
3. Subject of email: Submission for LL
   1. Deadlines will be set during each months PTO mtg.
   2. All submissions will be reviewed for content and are not guaranteed to be posted unless school related/appropriate

To Post to Social Media:

Facebook Post:

1. Email Jillian Isom at [publicitybmspto@gmail.com](mailto:publicitybmspto@gmail.com)
2. CC to Amanda May & Kimberly Sims at [presidentbmspto@gmail.com](mailto:presidentbmspto@gmail.com)
3. Subject of email: Submission for Facebook
   1. Deadline is 24 hours before desired date to post
   2. Exact wording and any images must be included (no images of children are allowed)
   3. All submissions will be reviewed for content and are not guaranteed to be posted unless school related/appropriate

Instagram Post:

1. Email Jillian Isom at [publicitybmspto@gmail.com](mailto:publicitybmspto@gmail.com)
2. CC to Amanda Mat & Kimberly Sims at [presidentbmspto@gmail.com](mailto:presidentbmspto@gmail.com)
3. Subject of email: Submission for Instagram
   1. Deadline is 24 hours before desired date to post
   2. Exact wording and any images must be included (no images of children are allowed)
   3. All submissions will be reviewed for content and are not guaranteed to be posted unless school related/appropriate