

MASTA Board Report Template Proposed Winter 2018

1. Limit report to one (1) page. (12 or 10 point- Times New Roman font preferred)
2. Margins: Top and Bottom-- .5" and Left & Right-- 1"
3. Headline:
Top Line: List the office or committee..."Orchestra Activities" in 14 point,
Second Line: All should be the same "Spring 2017 Report" in 14 point
4. At the **bottom of the report:** "Respectfully submitted, your name, office/committee"
5. **Clearly identify any "action items"** needing board/membership approval.
6. Please submit in pdf format.