

Trestleboards

Trestle boards are one of the methods of communicating with the Brethren, their families, the Grand Lodge, and other Constituent Lodges. It is normally a monthly news letter to remind the Brethren of upcoming events. It reports what the Lodge is doing and encourages brethren from other Lodges to visit.

A Trestle board should be as informative and concise as possible. Clearly segregate and **highlight** scheduled events.

The Contents of a Trestle board may be:

- A. Stated Communication – Month, Day, Year, Time, Place.
 1. If anything is unusual, **highlight it.**
 2. Dinner? – Include the Time, Menu, Cost, and Reservation contact and telephone.
 3. Dress Code
 4. Speaker – make note of special program or entertainment.
 5. Degree Work and/or voting.
- B. Special Communication – Month, Day, Year, Time Place.
 1. The reason for the Special Communication should be **highlighted:** Degree, Vets or Ladies Program, Table Lodge, or other Special Event.
 2. Dinner? Time, Cost, and Reservation Contact.
 3. Dress Code.
- C. Other Events – Month, Day, Year, Time, Place.
 1. Roadside Cleanup, Craft Fair, Trips, Fundraisers etc.
 2. Date/Time of other events scheduled in the Temple.
 3. Date/Time of other events in District. Masters Class, Masters and Wardens meeting.
 4. Date/Time of events in other Districts. Masters Class.
 5. Date/Time of Grand Lodge events.
 6. District Visitations.
 7. All Lodges of Instruction
- D. Other Items:
 1. Masonic Advertising.
 2. Master's Message.
 3. Other Officer's message.
 4. Names, address, telephones of Officers or Committee Chairman.
 5. Information on other bodies.
 6. Information on District Officers.
 7. Past Masters
 8. Birthdays.
 9. Necrology
 10. Masonic Education or History etc.
 11. Other District Visitations.
 12. Other bodies information i.e., OES, York Rite, AASR, DeMolay, Rainbow, etc.

How to produce a Trestle board.

- A. On a Computer
 - 1. Make a template with all the information that stays the same.
 - 2. Add new info. Each month.
 - 3. Move info around as necessary.
- B. On a typewriter or handwritten
 - 1. Requires doing the entire Trestle board each month.
 - 2. It is difficult to change items.
 - 3. It is more difficult to read.
- C. Copies
 - 1. Copy service can fold it or perform other services for you, but expensive.

Mailing your Trestle board

- A. First Class – Under 200 copies.
 - 1. Fold and put on stamp. Envelopes can be used but are expensive.
 - 2. Large Post Cards save money but are limited.
- B. Non-Profit
 - 1. Refer to US postal Service Pub. 49, pg. 59.
 - 2. Use 8 1/2 x 11 or 8 1/2 x 14 paper, min. 25lb., tri-fold.
 - 3. Use Tape or self stick dots or labels to fasten.
- C. Addressing
 - 1. Computer Data Base.
 - 2. Computer Labels formatted by zip code.
 - 3. Labels done on typewriter and then duplicated.
 - 4. Ask members to keep addresses up to date.
- D. To whom should it go?
 - 1. Every member including E.A.'s, F.C., and Honorary.
 - 2. Grand Lodge Line Officers.
 - 3. District Officers.
 - 4. Every Lodge in District.
 - 5. Consider others:
 - a. All GL officers
 - b. All District officers.
 - c. All Special Ladies.
 - d. Non-members who attend regularly.
 - e. Other bodies i.e. Scottish Rite, York Rite, OES.
- E. When to mail:
 - 1. At least one week before Stated Communications.
 - 2. Special Communications have different notification requirements.Check By-laws.