



Chaîne des Rôtisseurs

The oldest & largest food and wine society!

MANAGING LOCAL WEBSITES

How to Set Up A Local Bailliage Website:

NOTE: This website is being provided for you at NO COST to your local Bailliage courtesy of the U.S.National Organization.

1 - Select a template: **Tan template** or **Blue template**.

2 – Number of pages: Determine how many pages you want for your website. We suggest 4 pages but you can do fewer or more;

- * Home page: what you see when the website first appears.
- * Page 2: Membership and contact information; you can list all officers or one membership contact.
- * Page 3: Local calendar of events; listed for the current year – can also include past events.
- * Page 4: Professional members in your Bailliage (this will be cross-referenced to the professional page on the national website home page).
- * Additional pages (up to 6) can include a page for the Mondiale, Foundation, our competitions (Jeunes Chef and Young Sommelier), favorite links (National and International Chaîne affiliates).

3 – Text Content: Please submit all text content in a word doc. with clear identification as to what text goes on which page. Please do not forget the captions (if you selected the blue template then you need two captions for the home page).

* Bailliage name, address and phone number (if applicable); otherwise we can use the address and phone number of the national office in NJ.

4 – Photo submission: Please submit all photos in .jpg or .tif formats.

* Both the **tan template** and the **blue template** home page requires at least one photo. This can be your choice of a food shot, dining room, induction grouping, members dining together, a geographical landmark.

* Remember: this photo must look good when presented horizontally across the page as shown in the photos on the sample templates. Please do not select a portrait-orientation photo (longer from top to bottom); a landscape orientation (wider from left to right) is the correct placement.

* If you do not have a photo for this purpose then we can provide a few stock shots from which you can select one.

* Each subsequent page can use the same photo at the top if you desire or you can submit a different photo for the top of each page as long as the photos fit the space. If you submit more than one photo please name them clearly as page1, page2, etc.

* Each template has a place on each page for another photo or more text within a box. Photos are preferred if you have them since the visual impact is more striking and likely to be noticed.



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How to Maintain Your Local Bailliage Website:

If you have used the National Organization template, then provide to Linda Muldoon current calendar information for your events once each quarter. This should include the date, location, and theme (i.e. induction) of each event. The event information will be added to both the local Bailliage website event page and also to the National Organization calendar. If you want the name of a person to contact for an event, then provide the name and email address of that person and it will be placed on the local Bailliage Events page.

If you have created your own Bailliage website, then you need to periodically update it and maintain it. Also, once each quarter you should provide to Linda Muldoon current calendar information for your events. This should include the date, location, and theme (i.e. induction) of each event. The basic event information will be added to the National Organization calendar.

If you have questions please contact the [National Office](#) or Chargée de Presse Nationale [Michelle Metter](#).