

Areas of Responsibilities — October 14th, 2017

Media Marketing & Materials

- This group creates products used to communicate and promote our activities on the web, in print, and in social media. This group includes the following people for specific assignments:
- Trudy for our Website including creating artist gallery pages, updates about group events, and member-info page with links to pdfs, and blog
- Ruthie for print materials: labels, brochures, signs etc
- Karin for Mailchimp: gathers info about individual events and sends out one mailchimp the 1st of each month
- David for Facebook: copies info from Mailchimp announcement for Facebook schedules, and creates Facebook Events
- Dennis & Hollie for Instagram posting

Venue Activities - individual members explore, report, serve as captains, and enter info into the google calendar

- Trudy: Maintain PDF for TVA Events Confirmed - to Explore - Already Held - Rejected
- Karen: Checks on individuals and their efforts
- Dennis: the Venue Assessment Form
- Louise: Administrator for Google calendar, contact her if you have trouble posting to the google calendar
- Hanging: Henri, James, Chrystal

Public Relation Announcements

- Lillian: Maintain Public Relation Contacts document which includes:

- a) Entry into appropriate Calendars Online about our events
- b) Press Releases to specific individuals in the Media
- c) Contacting Print & Magazine outlets if valuable