

Publicity Chair - Job Description

9/2021

The Publicity Chair is responsible for writing and submitting news articles of Club activities, Ways and Means projects and/or conservation projects of the club. She will publicize incoming officers announced at the Annual Luncheon when possible.

Responsibilities:

General Publicity:

- Try to get a photo and/or article in the local paper frequently. Both local papers prefer email text with photos sent as an attached "jpeg" file, so it will have a "jpeg" after the file name.

Newspapers:

- List all open monthly meetings in the "Out and About" or "Coming Events" columns of the newspaper. Information should include meeting place, time, speaker, etc. This information should be emailed to the newspaper at least 3 weeks in advance of the event so that it appears BEFORE the event.

Contacts:

Shore Publishing- Marie Caulfield 203-245- 1877 ext. 6146

Shoreline Times- Pam Johnson

Shoreline Courier- Pam McNerney

fgcctoffice@gmail.com- Barbara Romblad (sec't for CT Federated)

social @gardenclubs.org - Kelle (to send pictures to the CT Federated pages)

Federated Login and password: fgcct charter oak

- Check the FGCC newsletter for the deadline to publicize the Boutique.

Information from 2007:

Guilford Community Television (GCTV)

- 8-10 days before and event list all open meetings such as the monthly meetings. Information should include type of meeting, speaker, place, time, who to call for information and that it is open to the public. Our Christmas Boutique and Walk on Broad Street should also be listed. This information is emailed to the GCTV address on Channel 20, or thire forms can be obtained at the Community Center. Follow their format and submit a new form for each submission.