Open Gate Garden Tour

Job Description

Publication Chairperson

1. Create the garden tour tickets with information received from Tour Chair, Garden Recruitment and Liaison, and Ticket Chair.
2. The Tour Chair will provide a digital copy of the previous year’s ticket.
3. The Tour Chair will provide information on how many tickets, flyers and posters need to be printed.
4. Have garden tour tickets printed and deliver to Tour Chair.
5. Create and have printed the Publicity Posters and Mini flyers and give to Flyer chair.
6. Ask the OGGC Membership chair to print an excel file of current membership to give to Ticket chair for record keeping.
7. Prepare and print as requested list of gardens for Preview night
8. Prepare and print as requested invites for Preview Night and AfterGlow.