Open Gate Garden Tour

Publication Chairperson

1. Prepare garden tour tickets with information received from Tour Chair, Garden Recruitment and Liaison, and Ticket Chair.
2. Have garden tour tickets printed and distribute to Ticket and Tour chair.
3. Prepare and have printed the Publicity Posters and Mini flyers and give to Flyer chair.
4. Prepare and print the mailing and return address labels for membership mailing.
5. Prepare and print excel file of membership to give to Ticket chair for record keeping.
6. Prepare and print as necessary list of gardens for Preview night
7. Prepare and print as necessary invites for Preview Night and AfterGlow.