

STLCC Members,

When sponsoring an event, one of the sponsor's tasks is to create a flyer for the event. The flyer is displayed with a sign-up sheet at a business meeting. The sponsor is responsible for bringing these to the business meeting. Please note that this assumes that the event has been approved by the President and Vice President and has been recorded in the Vice President's event control document.

There are four channels of communication outlined in the STLCC By-Laws. They are the business meeting, the newsletter, the website, and the membership email account. The people responsible for these communications channels make up the Communications Team. Managing their respective channels, they keep the club informed.

The Communications Team, consisting of the Vice President, Newsletter Editor, Web Master, and Membership Officer, need a digital copy of the flyer. Optimally, this should be created in MS Word and emailed to each member of the Communications Team. If you are not able to do this, ask for help. The flyers should be available to the Communications Team at least 30 days prior to the event. The newsletter publication deadline is two Fridays before the business meeting.

Flyers are **no** required to have graphics. Text only is fine. Each flyer must include at minimum:

1. The date and time of the event
2. The location of the event including a full address (street number & name, city, state, and postal code)
3. The event sponsors names
4. The event sponsors contact information (but include directions to remove from the web posting and newsletter if you don't want this viewable by the public)

It is optional to post the flyer on the STLCC Facebook page. This is not an official communication channel for the club. Members are not required to have a Facebook account. If you need help with posting to the Facebook page, please contact Val Zeisset.

(Please take pictures of the event)

Your Communications team:

Gary Duke – Vice President;

Kathy Muller Newsletter Editor;

Steve Kirby Web Master

Erin Duke Membership Officer