

# Publicity Officer

(September 2022) Posters (Monthly) Posters in respect of monthly meetings have to be ready for distribution a month prior to the meeting being advertised. So for example, the May poster must be ready before the April committee meeting. Send details of the monthly speaker meeting to the poster designer (Chris Chandler) at least two months before that poster is required. The Programme Secretary is responsible for organising the monthly Thursday meeting speakers and they provide the list of speakers for the u3a year when the membership cards are printed. The poster will be sent to the secretary or publicity officer who will organise the printing of the posters and then bring them to the committee meeting. Currently 14 x A4 and 23 x A5 posters are required. Posters for the next month's meeting will be handed out to committee members who have agreed to distribute / post them. Posters distributed by members to be handed out at the monthly meeting (by a committee member if publicity officer away).

**Advertising (Monthly)** The monthly speaker meetings need to be advertised in the Settle Community News and on social media such as Facebook. The advert needs to state the date of the Thursday speaker meeting, the subject, location, time, Coffee available from 10.00am and if visitors are welcome or members only, Admission charge (currently £1). Settle Community News is published in February, April, June, August, October and December. The December meeting is for members only so do not advertise this meeting in the magazine. The e-mail should be sent to: Alistair Cook at [Settlenews@lawkland.org](mailto:Settlenews@lawkland.org). The email should be sent early in the Month. Settle Events website: poster to be sent to Steve Amplett at the end of each month to [steve@visitsettle.co.uk](mailto:steve@visitsettle.co.uk). Periodically send Judith Allinson a list of speakers and she emails them out to people on her mailing list. Events around Settle [jallinson@daelnet.co.uk](mailto:jallinson@daelnet.co.uk).

**Advertising Annually** Settle District u3a Information Document In June / July (prior to the August

enrolment meeting), update the Settle u3a information document. Ensure that it is posted on our website and paper copies are made available for potential members at places including the library, TIC, enrolment meeting, etc. **Tea / Coffee Rota**In May / June, prepare a rota of people prepared to make tea and coffee at each monthly meeting. Ensure on a monthly basis that it is working and up to date. Assist and deputise for Programme Secretary. □