Newsletter Publisher/Communications Manager

Livermore Amador Valley Garden Club

June 2022

Prepared by Molly Fisher

The Newsletter is published monthly, September through June. The Publisher maintains a database of current members using Excel and updates it monthly with input from the Membership Chairman before sending out the Newsletter.

The Newsletter is received from the Newsletter Editor about the third week of each month as a Word Document. Any inserts are added to the Newsletter, and it is then converted into a .pdf document for printing. Newsletters are sent out by email as both a Word document and a pdf. about 10 days before the monthly meeting. They are sent out in groups of 50.

Some members receive their copy of the Newsletter by USPS. Address labels are printed using Avery Design and Print. The Newsletters are printed at home or at Office Max in black and white and double sided. They are folded and taped close, and the label and stamp are attached to each one before they are mailed.

A request for payment for printing expense is made to the Treasurer each month. Flower stamps are purchased in groups of 100 and a request for payment is submitted to the Treasurer when a group of 100 stamps has been used.

Communications with club members are sent out by email as reminders for monthly meeting, membership renewal and special events. The President initiates or approves these communications. Some require clarification before posting.