

## DUTIES OF THE PUBLICITY CHAIR

Revised: 06/10/2017

- ) Works with selected committee to promote all activities, events, and plays for the organization.
- ) Coordinates all matters related to promoting ticket sales for each show.
- ) Assists with the writing and designing of promotional articles and material for shows and other events. If a director of a show chooses to do his/her own publicity, the Publicity Chairman assists that director, as needed.
- ) Takes a prominent role in the distribution of printed material.
- ) Ensures that SLCT has a presence in both print and electronic media.
- ) Oversees the construction and placement around the Sun Lakes area of road signs that advertise plays.
- ) Keeps a detailed file of contact information and related aspects of publicity.
- ) Works at promoting SLCT productions and events outside of the Sun Lakes community.