

SLCT DUTIES BOARD Publicity Chair – January 2021 Revisions

PUBLICITY CHAIR (appointed Board position)

- Supervises publicity for all SLCT events: plays, special events, and activities in the print media, on flyers, on 4x4s, and on electronic media to transmit information to the public.
- Maintains an up-to-date file of all area “contacts” with their positions within their organizations, phone numbers, email addresses and pertinent resource data about them and their organizations.
- Writes and designs promotional articles and materials for SLCT shows and events.
- Coordinates with the SLCT Ticket Master with all matters related to promoting ticket sales, both printed tickets and when sold on our website.
- Takes a lead role in disseminating posters, 4x4s, and any other printed materials.
- Coordinates the placement of road signs one month before a production and retrieval the day after the end of the show.
- Helps promote SLCT activities performed outside Sun Lakes, such as The Children’s Theatre (“Horton”) in the Chandler Public Schools, etc.