



NEWSLETTER EDITOR

The Newsletter Editor is responsible for:

- ❖ producing the Bay Quilters *Gazette*, this involves:
 - a. Assembling stories and articles of interest to members, including upcoming events, scheduled guest speakers and demonstrations
 - b. Incorporating any items requested from the Committee
 - c. Requesting photographs and stories from members
 - d. Emailing the newsletter to the President for approval
 - e. Once approved by the President, uploading the newsletter on the website. This should be done at least one week before the monthly meeting
 - f. Approximately one week before the monthly meeting, send an email to all active members advising them that the newsletter is available on the website.
 - g. Organise copies of the newsletter for members without email addresses and mail these out to them
 - h. Email a courtesy link to the newsletter to guest speakers
 - i. Provide 3 copies of the newsletter to be placed on the sign in desk at the monthly meeting

Notes:

Advertisement fees as at August 2020:

- Bay Quilter Members - free
- Supplier who supports the club - two free ads up to half a page in size per annum
- Supplier who does not support the club
 - Quarter page advertisement \$25
 - Half page advertisement \$50