

Longmont Genealogical Society

Job Description and Procedures

Job Title: PUBLICITY - Appointed, Standing Committee, Board Member

Job Description: As per Bylaws

Web Site: longmontgenealogicalsociety.org

Job Responsibilities:

1. Distribute publicity information to area bulletin boards and news organizations. (See attached page.)
2. Assist preparation and distribution of publicity for special events.
3. Submit four copies of an annual end of year report of activities in January to Procedures Chair for forwarding to President, Secretary and Historian.
4. Turn over materials and information pertaining to your office to successor.

Procedures:

1. Collect information for publicity, prepare and distribute to community bulletin boards, local newspapers and public radio. (See attached page.)
2. Follow published guidelines for submission to newspaper. (See attached.)
3. Provide Historian with copies of all publicized Society activities.

Further details may be obtained from your predecessor.

Revised 1995, 1997, 2011, 2013, 2015 2018

LGS Publicity - Distribution of Program Announcements

Electronic calendar of activities:

<http://www.50plusmarketplaceneews.com/local-events> (50+ Marketplace)

Note: Submission must be posted before the 10th of the previous month to be in the upcoming monthly publication. (e.g. before the 10th of August for the September issue)

<http://dailycamera.biz/machform/view.php?id=1251> (Prairie Mountain Media Calendar)

Note: This website will allow you to submit to the Times-Call, boulder Camera, and three other newspapers. In the "additional Comments" box on the submission page ask that the posting appear in the "Weekly Clubs and Organizations Calendar" and "Things To Do" calendars. Currently no password is needed to submit materials.

Old User Name – rvantuinen

Old Password – xxxxxxxxxx

<http://calendar.denverpost.com/listings>

Note: Click on the "creat Your Event" to get to the submission page. No password is needed.

Old User Name – LmontGenSoc

Old Password – xxxxxxxxxx

Deliver Poster Notices - one each:

LGS History File

% LGS Historian

Longmont Senior Center Bulletin Board

Longmont Public Library

Put in basket by checkout desk

Longmont Community Radio, KGUD

% George Baskos

Longmont Community Television, Channel 3 TV

% Tim Chaffin

Village Place Apartments

% Florence Hill

The Lodge at Hover Crossing

% Jennive Lawrence

Regent (2 posters) (2210 Main Street)

Longmont History Museum

Front Desk or Bulletin Board

Deliver the following four to 17th & Alpine location:

Longmont Family History Center

Longmont LDS Stake Center

LDS Left Hand Creek Ward

% Diana Ornstead, FHC

LDS Longs Peak Ward, Lyons

% Win & Pat Knechtel, FHC

Send Poster Notice via U.S. Mail to:

Frederick/Firestone LDS Ward/Community

% Patti Kier

6247 Saddleback Ave.

Firestone, CO 80520

Berthoud Community Library District

Berthoud Community Library

District

236 Welch Avenue

Berthoud, CO 80513

% Jennifer Miller

Send Poster by Mail (Continued)

Mead Senior Center

Mead Senior Director,
% Barbara Currie
10486 Autumn Street,
Firestone, CO
80504

Send Poster Notice via email to:

Longmont Recreation Center

% Walt Akeson,
wakeson@earthlink.net

Tanglewood Apartments

% tanglewood@qwestoffice.net