

FIREBELLES LUNCHEON POSTERS JOB DESCRIPTION

- 1) Design luncheon poster a month in advance.
- 2) Make sure appropriate Firebelles person gets a chance to review/approve the design.
- 3) Email material to 49er Printing and order 2 posters by Wednesday the week before a meeting.
- 4) Pick up poster no later than Monday or Tuesday the week of meeting.
- 5) On Thursday (day of meeting) after 2:00 pm take down old poster and put up new in Clubhouse & Sports Lounge.

NOTE: I designed the posters using Microsoft Publisher and send the file to 49er Printing along with a jpeg or pdf version.

49er PRINTING (Ask for Cat)

11806 Kemper Rd, Auburn 95603

Phone (530) 885-2481

Email 49erprinting@sierrabg.com

EXAMPLES:

September 21, 2017 Meeting

- 1) Wednesday, August 9: Place poster order with 49er Printing.
- 2) Monday, August 14-Tuesday, August 15: Pick up posters from 49er Printing.
- 3) Thursday, August 17: Put up September poster in Clubhouse and Sports Lounge.

October 19, 2017 Meeting

- 1) Wednesday, September 13: Place poster order with 49er Printing.
- 2) Monday, September 18-Tuesday, September 19: Pick up posters from 49er Printing.
- 3) Thursday, September 21: Remove September poster and put up October poster in Clubhouse and Sports Lounge.

Revised July 2017