



27 March 2020

# EVENT PROMOTIONS

## 1. PURPOSE:

Provide support for the Event Chair with Flyers, Banners and LOP News input.

### A. Responsibilities

- i. To meet with Event Chair for "Design" of Flyers, Banners and LOP news inputs.
- ii. Have ads in LOP News in a timely manner (per LOP guidelines).
- iii. Have banner hung before the scheduled event (per LOP guidelines).
- iv. Contact Food & Beverage to allow placement of stand-ups on the tables in the Clubhouse and Sports Lounge

## 2. SKILLS:

Ability to design ideas on a computer for advertising our events. Organized and able to prioritize schedule deadlines. Computer for coping flyers. Good interpersonal skills for dealing with LOP management.

## 3. BUDGET:

As approved by the General Membership.