

PUBLICITY CHAIR

Duties and Responsibilities

- Shall be in charge of all publicity with respect to proofs and pictures for publicity. Shall send notices of all current and future activities to the newspapers, radio, and other electronic media. Ensure all activities are posted on the website by sending announcements to the appointed webmaster.
- Submit to the Rec Center all items to be included in the monthly activity calendar and electronic signs.
- Oversee all publicity including pictures, photography of cast and production members and place in Marquee boards in the Theatre.
- Distribute all printed pamphlets, flyers, bookmarks throughout the community of SCW.
- Make presentations to various groups such as movie night, SCW expos and clubs as the opportunity allows.