

CVWGC Board and Committee Job Description

Job Title: Publicity Chair

Last Modified: 6/6/2024

General Responsibilities	Specific Duties/Comments	Dates (If Applicable)
Record Courier Pre-Season Announcement	<ul style="list-style-type: none"> • Write up a pre-season article for posting in both the Community and Calendar sections of the Record Courier. • Articles should be submitted February, the earlier, or March, the latest. • Contact at the Record Courier is Carter Eckl at ceckl@recordcourier.com and copy Kurt Hildebrand on all R-C communications: khildebrand@recordcourier.com 	February/March
Record Courier Write-ups Covering Special Events	<ul style="list-style-type: none"> • Write up articles that cover special events. These could include, but are not limited to, opening day, Home 'N Home tournament, monthly themed days, Club Championship, President's Cup, Men's & Women's Club Play Day, closing luncheon, Teeing Up for the Cure tournament, etc. • Secure photos from these events to include a photo with submission of the article. 	As Needed Throughout the Season
The Scoop Pre-Season Announcement	<ul style="list-style-type: none"> • Write up a pre-season article for submitting to the Scoop. The Scoop comes out every two months. Information should be provided to the editor early February. • Contact information for the Scoop: Lisa Coffron/Publisher, 775-720-7667 sierrascoop@charter.net 	February
Facebook Community Forums and NextDoor	<ul style="list-style-type: none"> • Write up a pre-season article for submitting to Facebook Community Forums. Include a photo with the article. • The two current Community Forums currently being targeted are: <ul style="list-style-type: none"> – Minden/Gardnerville Community Forum – Gardnerville/Minden/Carson Community Forum 	February/March

Notes: Refer to the Publicity Chair Sample Communications for sample communications for each General Responsibility.