

## **WAGS Promotion Timeline**

*Reviewed April 2023*

|                                   |  |
|-----------------------------------|--|
| First few days of the month       | President's Letter features upcoming program   |
| Second Monday                     | Membership meeting   |
| Third week of the month           | Create flyer for the next month's program<br><br>Make 10 color copies<br>(Put one in WAGS History binder; one on the bulletin board; one in Minutes binder)<br><br>Make posts/calendar items on the website, saying Zoom information will follow |
| Friday of third week              | Send meeting notice to newspapers<br><br>Email flyer pdf to libraries, others on the list<br><br>Put a notice on the NCWLife calendar online   |
| Monday of first week of new month | Send flyer pdf to WASGS<br><br>Update website posts/events to include Zoom info  |