

## **WAGS Promotion Timeline**

*Reviewed October 2024*

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  Make 10 color copies (Put one in WAGS History binder; one on the bulletin board; one in Minutes binder)  Make posts/calendar items on the website, saying Zoom information will follow
Friday of third week	Send meeting notice to newspapers  Email flyer pdf to libraries, others on the list  Put a notice on the NCWLife calendar online
Monday of first week of new month	Send flyer pdf to WASGS  Update website posts/events to include Zoom info