# PUBLICITY WORKSHEET without personal emails

(See Job Descriptions binder in the vault for complete email info as of Fall 2024) Reviewed October 2024

## **WAGS Flyers**

Email	Libraries:	<u>cashmere@ncrl.org</u> <u>chelan@ncwlibraries.org</u> <u>leavenworth@ncrl.org</u>	peshastin@ncwlibraries.org waterville@ncrl.org
	LDS FSC:	personal email	
	Societies:	personal email	
Snail Mail		<u>WSGSblog@wasgs.org</u> (state society) <u>WSGSWebManager@wasgs.org</u> (send to these two one week before the meeting—they will publish it the Thursday after they receive it)	
Libraries, etc.:		East Wenatchee Public Library 271 9th Street NW East Wenatchee, Washington	98802
		Wenatchee Valley Senior Cent 1312 Maple Street Wenatchee, Washington 9880	

I have deleted Ephrata Public Library (9/26/2024) for lack of feedback. East Wenatchee Library and Wenatchee Senior Center have not responded to whether they could be emailed—so they could be hand-delivered or mailed.

Snail Mail to people without computers or proper programs—current for 2024:

three personal names and addresses

## WAGS Promo to Local Newspapers

Wenatchee World (also publishes Waterville Empire Press) <u>newsroom@wenatcheeworld.com</u> Cashmere and Leavenworth <u>news@ward.media</u> Items online within 24 hours Friday noon deadline for Wednesday print edition but "whatever works best"

Here are examples of copy for the notice:

### Zoom only:

The Wenatchee Area Genealogical Society will meet via Zoom at 2:00 p.m., Monday, March 9. Ohio-based researcher Dana Palmer will present "Connect Your Family: Useful Research Strategies." Contact <u>Library@wags-web.org</u> to receive Zoom information; or call 509-782-4046 for general information. Free and open to the public.

## For hybrid meetings:

The Wenatchee Area Genealogical Society will hold a hybrid meeting on Monday, June 13 at 2:00 p.m. Ohio-based researcher Dana Palmer will present "\_\_\_\_\_\_." Meet in person at the FamilySearch Center, 667 10th Street, East Wenatchee; and via Zoom (contact <u>Library@wags-web.org</u> to receive Zoom information). Call 509-782-4046 for general information. Free and open to the public.

#### At WAGS:

Post a flyer on the bulletin board; put one in the WAGS History Binder in Fred's Room; and in the Minutes book in the safe.

#### WAGS Online:

Go to the Dashboard / Posts and put the meeting there. Be sure to use this wording for the title:

#### FEBRUARY MEETING FOR MEMBERS AND GUESTS Monday, February 11 at 2:00 p.m.

(the program will insert the day the post was made)

Be sure to check both Members Only and Public under Categories.

Make an entry in My Calendar, being sure to include both Members and Public under Categories.

Closer to the event, be sure to put in the Zoom information and Speaker Handout on both the Posts and the Calendar.

## **Other Promo**

## NGS/ConferenceKeeper.org

Mailed to over 6,000 subscribers—you don't have to be an NGS member to submit. Click on "Submissions" for their form.

NCWLife Calendar www.ncwlife.com/calendar

#### Museum newsletter

Published the first of every month. Deadline is a week ahead or earlier (Tuesday of the week before the first of the month). We haven't been using them unless our program is at the museum or has a connection to the museum (such as Wells House). Ashley Sinner 888-6258 <u>asinner@wvmcc.org</u>