

Village Quilters Job Description Publicity

Duties according to Village Quilters Bylaws:

None

Policy & Procedures affecting Publicity:

None

Duties & Responsibilities:

- Send pertinent information for all regularly scheduled meetings, events and/or special events to *The Village Connection*, *Channel 3* and the *POA Web Calendar*.
- Regular meetings and events include the monthly Guild meeting, 1st & 3rd Monday Sweatshops, and 4th Friday (& Thursday) Workshops.
- Special events may include Program classes, additional member sponsored workshops which are not a part of the regular workshop schedule, field trips, quilt show or other events designated by the Board.
- Submit articles and photos about events as appropriate to available news sources such as:
 - a) The Village Connection
 - b) The Volunteer Press
 - c) John Cherry, TVPOA Communications Manager for Web Telli-flash
 - d) East Tennessee Mountain Views
 - e) Dave Hudgens' column in the News Sentinel, &
 - f) West Knox section of the Knox News
- Ensure that all information sent to news sources is published correctly; request corrections as necessary.
- Update the **Village Recreation Center Activities Calendar** with current information about meeting time, place and President. This calendar is printed in *The Village Connection*.
- Update the **Village Directory** with the current (or upcoming) President's name and phone number. Be aware of the announced time frame for submitting this update.
- Keep an up-to-date file of correspondence and published articles.

News Sources:

The Village Connection:

Send information via email to tammy.cheek@news-herald.net or use one of the available submission forms at the POA office. Deadline is the Wednesday noon prior to weekly publication date. Phone: 986-6581

Channel 3:

Submit or download form available on the Channel 3 site at www.tellicovillage.org

Forms are also available at the Village fire station. Deadline is seven days prior to the first broadcast date. Phone: 458-9917

POA Web Calendar:

Update calendar at www.tellicovillage.org/calendar

The calendar can be filled in for as many months ahead as desired.

East Tennessee Mountain Events

www.etmv.com

phone: 865-856-6463

Dave Hudgens

davehudgens@chartertn.net

phone: 458-4018

The Volunteer Press

Publisher: Roy Trahan II, Account Exec. Vicki Harty
298 Village Square Plaza, Suite 136, Loudon, 37774
classifieds@thevolunteerpress.com
General office phone: 657-9316;
retail/classified advertising fax phone: 657-9692

TVPOA Communications Manager, John Cherry

jcherry@tvpoa.org for John Cherry or
probichaud@tvpoa.org for Asst Patty Robichaud
Public relations phone: 458-5408 ext 4105 John, 4115 Patty

West Knox section of Knox News

Check the Wednesday paper or see <http://knoxville.yourhub.com/> for information

As of September 2008