



The Role of Publicity Secretary(ies)

The workload of this role could be shared by two people who could work well together but one person does need to be in charge to fulfil the tasks below satisfactorily.

- 1) Plan a schedule for:
 - a) Contacting previous attendees
 - b) Contacting possible other attendees
 - c) Producing posters
 - d) Encouraging cast to sell tickets
 - e) Email shots to encourage people
- 2) Produce and distribute advertising materials.
- 3) Inform local radio and TV about our pantomime and in case of positive response get the Director to organise members to follow up any request for interview etc.
- 4) Pass on details to our Facebook group; Memories of Bramley Facebook group; Bramley Parish Webmaster and any other possible group to maximise publicity.
- 5) Contact hall users at St. Peter's and St. Margaret's with publicity and booking forms.
- 6) Contact other suggested groups with publicity and booking forms.
- 7) Liaise with the Ticket Secretary nearer the date to see if more publicity is needed.

Resources available.

- Alias email address which will forward and reply emails to your email account
- Envelopes are available and the group will cover any reasonable expenses incurred
- Poster printing