

# Publicity Committee

**The chairperson is not responsible to do each of these tasks but to enlist the services of other PAL members, neighbors, family or friends to take charge of one part of publicity. The chairperson should oversee the process and make changes as necessary, and update the board at monthly meetings.**

1. Review yearly calendar
2. Set up schedule to notify
  - a. Newspapers
    - Daily Advance *(By noon on Friday before issue)*
    - Perquimans Weekly *(By noon on Friday before issue)*
    - Chowan Herald *(By noon on Friday before issue)*
    - Virginian Pilot
    - Sentential (OBX local paper)
  - b. Magazines
    - Our State *(ourstate.com, see attached)*
    - Carolina Country *(Albemarle Electric Magazine see schedule attached.)*
    - Go Magazine *(AAA)*
  - c. Radio Stations
    - East Carolina Radio
3. Set aside 1/2 of the post cards and make arrangements for the artist to pick them up or mail if it's a long distance (you will be reimbursed for postage, (submit reimbursement form with receipt to treasurer).
4. Rack Cards Deliver to:
  - a. Welcome Centers *(obx, South Mills, Halifax, etc.)*
  - b. Art Centers *(A of A, CAC, Pocosin, Bertie, Dare, Martin County, Williamston, etc.)*
  - c. Local Businesssees *(Chamber of Commerces, B&Bs, restaurants)*
  - d. Museums *(MOA, Port Discovery, etc.)*
  - e. Communities *(Snug Harbor, Albemarle Plantation, Holiday Island, Pelican Point, Monopoly Houses-near Walmart)*
5. Attend monthly board meetings

## Publicity Committee Attachment.

### Our State Magazine

Events printed in the magazine also appear on ourstate.com. Events must be received 3 months prior to the first day of the month in which the event occurs (example: by January 1st for April events). If you are submitting more than one event, they must be submitted on separate forms. Please be as exact as possible with all information. All information is subject to editing.

Ourstate.com

Scroll down to bottom

Under Submit click on – Carolina Calendar Event

Fill in info as required, submit.

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Carolina Country Magazine (Albemarle Electric Coop)

[www.carolinacountry.com](http://www.carolinacountry.com)

Scroll down to bottom dark blue line

Click on Contact us

Scroll down to Submit an Event click on “go here”

Enter info (for use email: [president@perquimmansarts.org](mailto:president@perquimmansarts.org))

Submit.

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Go Magazine

[www.aaa.com/go](http://www.aaa.com/go)

click: on calendar

click: on submit event

fill in fields with pertinent info

click: submit event

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