

WAGS Promotion Timeline

Reviewed January 2026

First few days of the month	President's Letter features upcoming program
Second Wednesday	Membership meeting
Six weeks before meeting	<p>Create flyer for the next month's program and send to Jon Bobadilla at the Main Library jbobadilla@ncwlibraries.org</p> <p>Make 10 color copies (Put one in WAGS History binder; one on the bulletin board; one in Minutes binder)</p> <p>Make posts/calendar items on the website, saying Zoom information will follow</p>
Two weeks before meeting	<p>Send meeting notice to newspapers</p> <p>Email flyer pdf to libraries, others contacts on Publicity Worksheet</p> <p>Send Zoom address to our speaker, and remind them to send their handout</p>
Monday of first week of new month	<p>Send flyer pdf to WSGSblog@wasgs.org and WSGSWebManager@wasgs.org</p> <p>Update website posts/events to include Zoom info and speaker handout</p>