

## **PUBLICITY WORKSHEET** *for website*

*Reviewed January 2026*

### **WAGS Flyers**

**Email**      Libraries:    [cashmere@ncrl.org](mailto:cashmere@ncrl.org)      [l1awless@ncwlibraries.org](mailto:l1awless@ncwlibraries.org)

[peshastin@ncwlibraries.org](mailto:peshastin@ncwlibraries.org)

[chelan@ncwlibraries.org](mailto:chelan@ncwlibraries.org)

[leavenworth@ncrl.org](mailto:leavenworth@ncrl.org)

[waterville@ncrl.org](mailto:waterville@ncrl.org)

LDS FSC:      *Private name and email—see Job Descriptions binder*

Societies:    *Private name and email—see Job Descriptions binder*

State Society      [WSGSblog@wasgs.org](mailto:WSGSblog@wasgs.org)

[WSGSWebManager@wasgs.org](mailto:WSGSWebManager@wasgs.org)

(These two count as one. Send one pdf attachment addressed to these two recipients on the Monday one week before the meeting—they will publish it the Thurs. after they receive it)

### **Snail Mail or deliver** *(Kris has been delivering these)*

Libraries, etc.:      East Wenatchee Public Library  
271 9th Street NW  
East Wenatchee, Washington 98802

Wenatchee Valley Senior Center  
1312 Maple Street  
Wenatchee, Washington 98801

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 either be hand-delivered or mailed.

Snail Mail to people without computers or without proper programs—current for 2026:

*Private names and addresses—see Job Descriptions binder*

## **WAGS Promo to Local Newspapers**

Wenatchee World                      [newsroom@wenatcheeworld.com](mailto:newsroom@wenatcheeworld.com)

Two weeks before meeting

Cashmere and Leavenworth    [news@ward.media](mailto:news@ward.media)

Items online within 24 hours

Friday noon deadline for Wednesday print edition but “whatever works best”

Here are examples of copy for a hybrid meeting:

**The Wenatchee Area Genealogical Society will meet on Wednesday, October 8 at 3:00 p.m. Seattle-based researcher Mary Roddy will present "A Nose for the News: Sniffing Out Stories in Newspapers." Meet in person at the Wenatchee Public Library, Balsamroot Room (310 Douglas Street, Wenatchee) and via Zoom (contact [Library@wags-web.org](mailto:Library@wags-web.org) to receive Zoom information). Call 509-782-4046 for general information. Free and open to the public.**

**The Wenatchee Area Genealogical Society will hold a hybrid meeting on Wednesday, September 10 at 3:00 p.m. We will present three videos by Lisa Lisson on "Artificial Intelligence: Your New Research Assistant!" Meet in person at the Wenatchee Public Library, Balsamroot Room, 310 Douglas Street in Wenatchee; and via Zoom (contact [Library@wags-web.org](mailto:Library@wags-web.org) to receive Zoom information). Call 509-782-4046 for general information. Free and open to the public.**

*Zoom only:*

**The Wenatchee Area Genealogical Society will meet via Zoom at 3:00 p.m., Wednesday, March 9. Ohio-based researcher Dana Palmer will present “Connect Your Family: Useful Research Strategies.” Contact [Library@wags-web.org](mailto:Library@wags-web.org) to receive Zoom information; or 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 PRESENTATION FOR MEMBERS AND GUESTS**

**Wednesday, February 11 at 3:00 p.m.** *(make sure this is in big type)*

*(the program will insert the day the post was made—that needs to be small)*

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 Post and the Calendar.

**President's Letter** goes out to members on the first of the month. A copy goes into the Minutes book. The four households above who don't have computers get theirs mailed, along with a meeting flyer.

The day before the meeting, a message goes out to the computer members about the upcoming meeting, including a meeting flyer, speaker handout, and zoom information. Susan has been sending a copy-and-paste of this to our ten nwi.net members on her own email—nwi.net doesn't accept the bulk email from MailPoet.

## **Other Promo**

### **NGS/ConferenceKeeper.org/event-submissions/**

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](http://www.ncwlife.com/calendar)      *(Kari takes care of this.)*

### **WVMCC 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 [asinner@wvmcc.org](mailto:asinner@wvmcc.org)

### **WAGS Facebook**

*(Kari and Kris take care of our Facebook page.)*