

CSADA JOB DESCRIPTIONS

as of 6/1/2013

Brochures

1. Remind members to update their brochure entries beginning at September meeting and at every meeting thereafter through November. Gather that information for the new brochure. (The finished draft must be ready by January 1 to put on the internet. The printing needs to be ready by February 1). Deadline for changes must be submitted no later than Dec. 1.
2. Write letters to the new members from both (May and November) voting sessions and include a brochure in each letter. (Wait on November vote before doing this.) Ask them to provide information for the brochure no later than December 1.
3. Meet with the brochure committee early in December to set up the brochure and then submit it to the printer. **Currently, our layout man is Ron Yurcus, who lives in Glen Ellyn. He has been working with Cheryl at A-Reliable Printing in Glen Ellyn, IL.**
4. Proofread the brochure once Ron has set it up and return it to him with corrections as soon as possible.
5. When the corrections are returned, proofread again and give the corrections to Ron.
6. Order 6000 brochures (10,000 for two-year brochures) to be printed no later than February 1. Ask Ron to send the final copy to the person in charge of the CSADA website no later than January 1.
7. Beginning with the February CSADA meeting, take a shopping bag full of brochures and distribute to members so that they can take them to their shows.
8. Take a bag of brochures to each Fox Valley Show so that members can display them in their booths. Put some brochures on the front table in the front hall where admission fees are collected.
9. The Chairman of the committee shall attend board meetings.