



### PUBLICITY OFFICER

#### Committee Post

- Liaise with newspaper to plan any promotions for each production and provide photographs / Posters as and when needed.
- Send posters to Bee Local so they can include them in the nearest edition
- Sign off any production artwork for posters fliers etc. for the group  
(Liaise with Web Content & Digital Media Officer for advice)
- To make sure you always have a full year's line-up of posters to promote the group
- Email group members to promote any upcoming events / shows and auditions
- Publicise panto ticket promotions
- Speak to Newspaper to organise someone to review the show and organise free tickets for them (Normally 2 tickets)
- Organise newspaper panto ticket offer including photo from the Web Content & Digital Media Officer (November)
- Organise newspaper advertising just before shows/panto including photos from the photographer
- Maintain regular contact with the theatre about any emails they can send to clients ref any upcoming shows.
- Order Pop Up Banners for shows, take delivery and drop off to the theatre to promote the upcoming show.
- Drop of a bunch of posters to the Leighton Buzzard council offices (The White House) so they can be displayed around local area notice boards.
- Take control of the publicity email account

- Deal with any enquires that come through the email account and forward onto the relevant person within the group.
- Have control over the Photo archive / Vault attached to the publicity email address
- Protect the new Leighton Buzzard Drama Group Logo and make sure it is used in the right way
- Protect any Drama group plays / panto images past or present, if they get used elsewhere and permission has not been sort that action is taken to rectify any issues.
- Attend committee meetings every month