Information flow for NWSC Website, Calendar and Promotional Flyers

Course Director or Event Planner establishes date and creates flyer. This should happen as far in advance as possible. Last minute planning will result in less than desired attendance.

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Staff Advisor or District Executive review date and flyer for feasibility and accuracy. This is where conflicts with dates and spelling errors should be corrected.

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Council Webmaster Liaison determines calendar, website and printing needs and delivers to proper personnel. Not responsible for date conflicts or spelling errors.

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Calendar Webmaster posts date on calendar, Council Webmaster posts flyer on Council website and front office prints flyers when necessary. Website/Calendar updates to be made on weekly basis.

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Notification with links is sent to webmasters@nwsc.org. Notification of the week's activities to be sent to appropriate email list. No more than one email to each list per week should be allowed.