Secretary Checklist

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| **Drama Club** | Notes |
| Plan agenda with President and type up to distribute at drama club meetings (include minutes from the meeting before on the back side) |  |
| Take minutes at drama meetings and type up and post on bulletin board |  |
| Post announcements for all meetings and events on social media sites, daily announcements, flyers, emails, etc. |  |
| Keep bulletin board and calendar in drama room updated and organized |  |
| Take and post pictures of events sponsored by Drama Club |  |
| Post news clippings and posters on bulletin and sound boards |  |
| Write thank you notes for donations or others deserving recognition |  |
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| **Productions:** |  |
| Work with publicity chair on press releases to Record Courier and Carson Valley Times |  |
| Produce program/playbill for productions (start as soon as production is cast) |  |
| Help with sorting, organizing or cleaning of facilities (props, costumes, etc.) after productions |  |
| Advertising in playbill:   * Distribute ad sales flyer to each cast, crew and drama club member. * Keep track of ads as they come in for inclusion in program. * Turn in those student ad sales amounts to treasurer so students get properly credited on their balance sheets. |  |
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