Publicity Checklist for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Dates\_\_\_\_\_\_\_\_

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| --- | --- | --- | --- |
| **In- School:** Where/What | Who/When | Notes | Date |
| Monthly Calendar (Lamb/leadership) |  |  |  |
| Monthly Newsletter (Seelbinder) |  |  |  |
| Poster and postcards design and distribution |  |  |  |
| TV Commons: commercials and ad (Jim Abbot) |  |  |  |
| Daily announcements  (Julie Warzyk) |  |  |  |
| Web page (Seelbinder |  |  |  |
| Marque outside (Lamb/leadership) |  |  |  |
| Staff, student and district email |  |  |  |
| Announcements at games (Morgan) |  |  |  |
| Other advertising in school |  |  |  |
| **Outside School**  Where/What | Who/When | Notes | Date |
| Record Courier and Carson Valley Times press release and other news sources |  |  |  |
| Record Courier events calendar and other online event calendars |  |  |  |
| dazedatthelake@yahoo other web advertising |  |  |  |
| Facebook |  |  |  |
| Poster distribution |  |  |  |