



# Amery Woman's Club

PO Box 94 - Amery, WI 54001

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## PRE & POST EVENT COMMUNICATION PROCESS

- ✓ The Board Representative to the Communications Committee will work closely with the Publicity Chairwomen to review and approve All articles and photos for publication.
- ✓ The AWC Secretary – File all documentation per AWC File Plan to include creating electronic copies.

### BEFORE EVENT:

#### 1. Notify all media:

- **Amery Free Press**
  - Phone: 715-268-8101
  - Fax: 715-268-5300
  - Email: [ameryfreepress@yahoo.com](mailto:ameryfreepress@yahoo.com)
  - PO Box 424, Amery, WI 54001
  - Website: [www.Ameryfreepress.com](http://www.Ameryfreepress.com)
- **Biz Buzz**
  - MUST be in by the 15<sup>th</sup> of each month in .pdf format
  - Email: [paperworx@amerytel.net](mailto:paperworx@amerytel.net)
  - Subject Line of Email: "Biz Buzz"
- **City of Amery**
  - [www.amerywi.us](http://www.amerywi.us)
  - Amery City Hall, 118 Center Street W, Amery, WI 54001
  - Phone: 715-268-7486
- **Facebook**
  - Communications Board Representative – Submit approved content to Facebook Chairwoman
  - Facebook Chair – post to Facebook
  - Fran Duncanson, Chair: [Fran.duncanson@amerywigov](mailto:Fran.duncanson@amerywigov)
- **Website**
  - Communications Board Representative – Submit approved content to Web Manager
  - Dawn Magsam, Website manager - [dawnmagsam@yahoo.com](mailto:dawnmagsam@yahoo.com)
- **WPCA Radio** – 715-268-9722
- **WXCE Radio** – 715-268-7185
- **Local TV announcements**
  - Northwest Communications
  - 268-6066
- **GFWC-WI Club News** – Publicity Chairwoman – submit information to GFWC-WI Representative



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## **AFTER EVENT: (As soon after event as possible)**

### **Newspaper article follow up:**

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  - Dawn Magsam, Website manager - [dawnmagsam@yahoo.com](mailto:dawnmagsam@yahoo.com)

(Approved 2 Aug 16)