

COMMITTEE PROCEDURES PUBLICITY COMMITTEE

Committee Task:

To write and distribute news releases before and after annual convention.

Chairman's Duties:

January Contact Co-chairman, Executive Director and Seminar chairman to get details on events, speakers, awards, etc. for the March convention.

Prepare a news release and forward to Executive Director for distribution approximately three weeks prior to event.

March Write and distribute through the Executive Director, follow-up news release on convention. Release should include the following information:

Award winners, new officers, **USBC** and PBA writing contest winners, Bowling Writer of the Year and Humanitarian awards from Murrey International, sponsored events and any news resulting from convention seminars.

General:

Copies of all committee correspondence shall be sent to the President and Executive Director.

Committee members may keep track of out-of pocket expenses (postage and telephone) and send them to the chairman who will forward them to the Executive Director for reimbursement.

The chairman should keep a file of procedures and correspondence and pass it on when a new chairman is appointed.