Waterman Alumnae Group Job Descriptions

Town Hall – Programs

Design the Town Hall Programs with updated copy, photos, and advertisements.

Design ads as needed.

Communicate with printer regarding print deadline, pickup, storage of programs, etc.

Pick up programs from printer, drop off at Town Hall venue before each lunch and lecture and arrange storage of programs between lectures.

TIMING	ACTIVITY
June-July	Communicate with Assistant Chair as ads come in. Determine most cost-effective size of program. Design the Town Hall program with updated copy and photos. Design ads as needed. Obtain welcome statement from President. Obtain welcome message from Town Hall Chair, and photos and descriptions of the Town Hall speakers.
August	Obtain photos and statements from scholarship recipients through the Scholarship Chair.
September	Communicate with the printer about deadlines and color placements. Provide final copy to printer. Arrange pickup.
October	Deliver programs to first Town Hall meeting for distribution by ushers. Arrange for storage of remaining copies. Provide two copies for each of the scholars through the Scholarship chair.

September 2025