

## Graphics

Chair and Co-Chair required

Responsibilities: Design convention paperwork, signs, flyers, tickets, program, etc. Print and deliver all materials.

- Design and print convention flyers (approximately 7,500) by May meeting (proofed by board before printed)
- Take 2 bids to the Convention Co-Chair for approval on all items
- Coordinate with Program, Al-Anon, Hotel Coordinator, Tickets, Special Events, and all other Chairs as necessary to include all pertinent information including pricing on flyers
- Design and print all tickets
- Deliver tickets to Registration Chair 2 weeks prior to the convention
- Layout and print convention program (coordinate with Convention Chairperson for proof-reading before print)
- Receive information by September meeting from Chair as needed for the program
- Draft materials, art work and typesetting cost
- All printing charges

Budget: \$2125

Proposed Revision June 2011