

Duties of the TBQ Guild Advertising Chair

The Advertising Chair:

- visits business to solicit ads for TBQ's website/newsletter and to renew current ads
- provides advertising items and monthly specials information to the webmaster
- reviews the Advertisers' Corner on the website each month to be sure that everything is current
- follows up and maintains contact with the advertisers
- updates ads as needed
- announces advertiser specials, discounts, ad changes, etc., at the general meetings
- submits completed 'Request for Reimbursements' forms, along with the receipts to the treasurer in order to be reimbursed
- provides a year-end report of activities, issues, concerns and suggestion to the President in June

NOTES

1. The term advertiser can include the following:
 - a. Quilting and sewing businesses (including members who have a business)
 - b. Business related to those fields (e.g. sewing machine repair)
 - c. Members who want to sell an item or who are looking for an item to buy (e.g., a special presser foot or quilt pattern)
2. Business who want to advertise must submit two (2) original business Cards and pay for a year's advertising in advance. The annual cost is \$108 which included a 10% discount for prepayment. One card goes to the webmaster, the other is maintained by the Ad Chair.
3. Members who want to place an ad should contact the Ad Chair. The Charge to sell an item is \$10 per month. If members are searching for an item, there is no charge but this ad is limited to three months.
4. Along with the advertisers' business cards, the chair has the option to run specials each month. Some advertisers may prefer to provide three or four months of specials at one time instead of doing it every month. Others may find it more convenient for the chair to select an item from the advertiser's website. Some may want to be contacted

- by the Ad Chair each month. Whatever the choice, it is helpful to make the advertising deadline 5 days before the website deadline.
5. Monthly specials should be announced at the general meetings to keep members informed, especially if the advertiser is offering a special class.
 6. Checks received for ad should be turned in to the Treasurer. Thank you notes should be sent to advertisers along with their receipts.
 7. The Ad Chair should keep a record of advertising income and expenses for her year-end report to the President and for reimbursement.