

## **Communication Officer**

1. Input members into APIA listserv after Block Party/events
2. Inform members about club events through social media
3. Maintain APIA social media account
4. Posting events in the Butler Today
5. Attend membership meetings, board meetings
6. *Hold office hours for a minimum of 1 hour a week*

### ***Pre-Event Checklist***

- Create a flyer to promote the event
  - Distribute print flyers **2 weeks prior** to event
  - Post social media flyer **1 week prior** to event
  - DM social media flyer to other organizations
- Post the event in **Butler Today**
- Email Diversity Center staff to post the event in the DC newsletter
- Create presentation for event with President

### ***Event Checklist***

- Post updates on Instagram/Facebook story
- Take photos

### ***Post-Event Checklist***

- Post event photos and thank you on social media
- Input members into APIA listserv

## ***Creating Flyers Using Canva***

- Go to Canva.com and use the APIA login available in the Google Folder
- Utilize the **Poster** and **Social Media** templates to create flyers
- When creating your design, utilize the “Logos” found in the Google Folder
- Screenshot\* the finished flyer using command → shift → 5
  - \*in the case that Canva tries to charge you to download

## ***Printing***

Color printing is free in Fairbanks rooms 108 and 110. Make sure to print from the desktop computers.

### ***Campus Impressions***

More professional printing is available using this link:

<https://www.copynetsolutions.com/store/Landing.aspx>. It is also available in the “Quick Links” folder in GoogleDrive.

Use this resource sparingly. Make sure to approve the cost of it with the Treasurer.