



## **FRIDAY FOLDER FLYER INSTRUCTIONS**

### ***PLEASE READ***

LVEPC is mostly “green!” To keep with this electronic email system for the “Friday Folder” all LVEPC flyers will go home via e-mail unless otherwise noted.

- Each flyer must be reviewed by Meredith Wachter and Krystina Tomlinson no later than the Tuesday of the week you plan on your flyers going home. Please e-mail the flyer to Meredith and Krystina.
- Be sure to include on all flyers that LVEPC sponsors the event.
- In addition to the “Friday Folder,” please prepare a short e-mail notice that can be sent out over the e-mail notification service (list-serv) prior to your event. Julie and Kate will need to review this as well.
- If your flyer is approved for email Friday Folder announcement, the flyer will be submitted by Lori or Joanne to be included in the electronic Friday Folder.

***Please note: If you have a flyer you wish to go home as a hard copy, please email the flyer to us noting you want a hard copy. If hard copy is not noted, then the flyer will be distributed electronic only.***

**If you have any questions regarding any of these procedures, please contact us.**

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