

**MEDIA & COMMUNICATIONS TOP TIPS LUSA CLUBS 2019**

**DESIGN AND PRINTING**

**Some of the things we can help you with;**

* Help with the design of Club logo
* Design and printing of membership cards (if applicable)
* Printing of posters for events

**REQUIREMENTS**

* For all design requests you must provide an idea as to what you would like, this can either be a sketch, images etc.
* You must provide all information such as times, dates, event details etc.
* You must state in your email a quantity and size (A4 or A5)
* All artwork for print must be sent in a PDF format

**NOTICE PERIODS**

* For all design help, including logos, posters, flyers etc. you must provide two weeks’ notice
* For all printing requests (if you’ve already got your own artwork) you must provide two days’ notice
* If you have applied for a grant for club flag, you must provide one months’ notice (the production time for the flag company is three weeks)

**SOCIAL MEDIA AND MARKETING**

**Some of the things we can help you with;**

* Exposure and posts on Lincolns My Day portal
* Potential Social Media posts depending on the club activity
* Inclusion on LUSA Website-Clubs Directory
* Events advertising on the Clubs Calendar

**STUFF TO KEEP ON TOP OF**

* Make sure all Club details are up-to-date on the website ([www.lusa.org.nz](http://www.lusa.org.nz)) such as;
1. President’s Name
2. Blurb
3. Contact Email Address
4. Logo
5. Photos
6. Facebook Page link
7. Membership Fee (if you have one)
* Event dates to be loaded onto the Clubs Calendar need to be sent through to comms@lusa.org.nz