

HOW TO PUBLISH A LEGION FAMILY NEWSLETTER



SET SCHEDULE & DEADLINE →



UPDATE MAILING LIST →



INPUT SOURCES:

FAX, MAGAZINES, MAIL, PHONE, NEWSPAPERS, FILLERS, COMMUNITY CALENDAR, LETTERS TO THE EDITOR, LEGION POST / SAL SQUADRON / AUXILIARY UNIT, LOCAL CABLE TELEVISION, OFFICERS & COMMITTEE CHAIRPERSONNEL, REMEMBRANCES.



TOOLS OF THE TRADE: →

SCISSORS, CAMERA, PEN AND INK, X-ACTO KNIFE, TYPEWRITER, PLOTTING BOARD, SCANNER, EDITING PENCIL, ERASERS, WHITE-OUT, CLIP ART, TELEPHONE, COMPUTER/MODEM W/PUBLISHING & SPELL-CHECK PROGRAMS. **NOTE:** THE MINIMUM NEED IS THE TYPEWRITER.

PURCHASE SUPPLIES →



EDIT AND ORGANIZE



ADD INDICIA (if economical) & LOGOS

(purchase indicia from township P.O.)



PREPARE & PROOF ISSUE →



POST OFFICE BULK MAILING →

REPRODUCE, COLLATE, FOLD, AFFIX MAILING LABELS, SORT BY ZIP CODE FOR POSTAL SERVICE. **NOTE:** POSTMASTER WILL REQUIRE PAYMENT FOR SERVICE. INCLUDE ADEQUATE TIME FOR POST OFFICE TO PROCESS & DELIVER WHEN SETTING SCHEDULE.



WELCOME TO THE WORLD OF...

GLOBAL COMMUNICATIONS!