The responsibilities of the member doing publicity

- 1 Keep in touch with the Speakers' Coordinator.
- 2 As a backup use the newsletter for information.
- The deadline should always be 30th /31st of the month, but **remember** you are advertising for the month after the next one. I.e. prepare the advert at the end of January for the following March / May for July.
- Some newsletters (relatively few) will put July and August together, as December and January but they are generally excellent at asking you to include the information for the two months together.
- 5 The newsletters are all informed by email.

They are:

Lou Smith

The Advertiser

Janet Warren (Stanford)

Clanfield

Sarah Gardiner editor for Highworth

Roundandabout

Great Coxwell

Shrivenham

Village Voices

This covers the villages of Buckland, Chaney Bassett, Hinton Waldrist, Littleworth, Longworth, Lyford, and Pusey.

In addition, send brief details to Gene Webb gene@faringdon.org to go on the Faringdon website. Date, venue and time topic, speaker and not much more.

Always include a reminder about the need for Covid precautions.

Example for the newsletters

Dear editor Please include the following details in your next newsletter. (remember point 4 above.) I would be grateful if you could acknowledge receipt of this email. Many thanks ******** in charge of publicity.

Send the info as an attachment

Example:

FARINGDON & DISTRICT U3A MEETING ON 8TH JUNE '23

The June meeting in Faringdon Corn Exchange at 2.30 pm will be about **Oxford's Penicillin.** The speaker is **Marie-Louise Kerr** who is a wonderfully engaging speaker who will talk about the story of the life-saving work carried out in the Dunn School in Oxford along with the trials and tribulations faced by the scientist Alexander Fleming. The drug we use today was developed by a group of scientists based in Oxford.

When Fleming was awarded a Nobel prize in 1945, he shared it with Howard Florey and Ernst Chain. Fleming first observed and name penicillin, but it was Florey and Chain and a group of scientists working in Oxford who developed it into a viable drug.

Marie Louise has the interesting title of Curator without Museum and travels widely giving talks to different groups.

The talk is open to all interested members and visitors, but visitors are required to pay £1.50 to attend – and of course, to enjoy the refreshments available after the talk.

Please note that all attendees are advised that they must be in good health and up to date with all vaccinations for Covid. If in doubt, please stay at home.