

Communication Team meeting – August 4, 2015

Attendees: Coco, Jeanne, Shallon, Susan

Susan and Judy Met with the representative of LifeTouch for scheduling the Church pictorial directory , and create a timeline for the project.

The dates for the photography sessions are October 20-24

- 2:00pm to 8:40, Tues-Friday
- 10:00 am to 4:40 pm - Saturday
- Make up session – Over Thanksgiving, dates and times to be determined

Kick off session – Sunday September 20<sup>th</sup>, with a sign up table in the Narthex and a minute for mission to announce the family photography sessions

- Susan will contact Diane Kane for the minute for mission and a table for the narthex.

LifeTouch will give a \$5.00 off coupon for each family if they bring non –perishable foods to the photography session.

- Susan will contact Kaylin Dupree for the mission to donate food.

Contacting members – Lifetouch has an automated call system to contact members to remind them to sign up and a reminder call for their appointment.

- Susan will contact Dennis to determine if we can send out a spreadsheet of contact information to LifeTouch.
  - Susan had spoken to Helen regarding the phone calling, and she will have the Deacons assist in calling. Susan will contact Mike Russell for details for the Deacons.

Location

- The Fellowship hall has been reserved with Liz and is on the calendar.

Advertising

- Coco will write an article for the September Newsletter of the photography session and locate a few old photographs for the article. The team decided the title “You Ought to Be in Pictures”.
- In the Bulletin for the first of September, a save the date announcement will be placed for the photography sessions and the kick off date.
- The website and FaceBook will be updated the first of September with the same information.
- A constant connect email will be send out the week of September 20<sup>th</sup> to remind all to sign up for photography sessions.

## Positions

- The communication team will need assistance to sign up families and to be hosts for the sessions.
  - Susan will announce it at the next session meeting for volunteers.
  - For signup we will need 10 people , 2 for the sign up table after each service
  - For hosting we will need 20 people, 2 per day for five days.
  
- Other positions
  - Create the directory using the LifeTouch software
  - Distribution of the directories.