

## **SIR BRANCH 54 SPECIAL EVENT NOTIFICATION PROCESS**

1. The Activities Chairman will send an informational packet to each Member approximately six weeks prior to Special Event luncheons. Normally twice each year.
2. The informational packet will include the Branch 54 Trifold Brochure, a branch business card and a one-page description of upcoming Branch 54 events.
3. The packet will be addressed to each Branch 54 member in an "SIR logo envelope".
4. The Activities Chairman will organize a team to:
  - Print the Brochures
  - Write the description of upcoming events
  - Address envelopes to members
  - Prepare and mail the Informational Packets.

