

The last meeting I had with my mentor, we discussed getting into a newspaper, and being able to put posters around certain areas. We also discussed key points to remember while making the program.

(Notes from our meetings)

- always be polite when asking
- explain your cause
- be specific about what it is you want (this eliminates confusion in the future and reduces the possibilities of “he said she said” type situations)
- always write down what it is you want and what you are promised
- if you are given an ad in the paper, discuss prices up front and get a copy of any receipts and paperwork that were involved in the process
  - Mrs. Mullen said that when she does ads for her business she often puts a coupon in her ad
- it is important to draw people in
- a good cause supporting your show is a good way to get people interested and involved

[http://www.foodbankcenc.org/site/PageNavigator/branch\\_sandhills.html](http://www.foodbankcenc.org/site/PageNavigator/branch_sandhills.html)

This is one of the places that we looked into to possibly donate the canned goods we are going to be collecting for admission.

We also discussed what we should be looking at for the program.

- should be more fun than the poster was
- the poster should be facts about when and where
- the program may contain all sorts of things
- the senior sentence is a very good idea
- people usually want something interesting to read while waiting for the show instead of just a bunch of ads and facts about the location and program
- be sure to include in the program where all of the donations and proceeds are going and be sure to mention the organization
- be sure to mention EVERYBODY that contributed to the show
- while unlikely, the last thing you need is a lawsuit!!