**Judith’s Publicity role in Barrow Youth Theatre/Panto (as carried it out for Robin and the Sherwood Hoodies)**

April/May/June/July

1. Arrange for Mulberry Square (or Lewis) to create a poster (complying with any copyright rules)
2. Arrange for poster to be printed in September Barrow Voice

August

1. Email group contacts (eg Scouts/ Cubs/Guides/Brownies etc) with publicity and invitations to send a party

barrowbeaverscouts@aol.co.uk,
gill.quornguides@yahoo.co.uk,
alison@alimar.co.uk,
lisawhait@gmail.com,
roundwillow@btinternet.com,
CCREASER3@aol.com,
Julie Campbell <juliecampbell007@yahoo.co.uk>,
Frances Acton <francesacton@btopenworld.com>,
Linda Vesty <l64mf@yahoo.com>,
Carol Black <cazzablack@gmail.com>,
Gerry.short@homefieldcollege.ac.uk,
Halle <mccarthy77@btinternet.com>,
Ann Murch <annmurch@hotmail.com>,
Barrow Upon Soar Scouts <scouts@barrowscouts.org>,
1stbarrowbrownies@gmail.com,
jayne.beck@tiscali.co.uk,
sheryl@sheryl.plus.com,
Wendy Stephens <wendy@barrowbrownies.co.uk>,
1st Quorn Brownies <firstquornbrownies@hotmail.co.uk>,
Leanne Grabowski <xlea\_grabowskix@hotmail.co.uk>,
Elaine Towner <elainetowner53@gmail.com>,
Jo Robinson west.robinson@btconnect.com

 Ruth Hardy scouts@barrowscouts.org

**September**

1. Email article + pic to surrounding magazines (very early Sept / Dec)

 The Bradgate editor@thebradgatemagazine.co.uk

 Birstall Post editor@birstallpost.co.uk

 The Quorndon kevan@kdphq.co.uk

 Christian Link: jennybp54@aol.com

 Seagrave magazine seagravevillage@gmail.com

 Soar Valley Life: editor@soarvalleylife.co.uk

 Barrow Voice editor@barrowvoice.co.uk

 Soar Boating Clubs Magazine johnstorton@talktalk.net

1. Create publicity material: A4 posters; 6 x A3 ; A6 fliers; laminate some (10?) A4 posters

**October**

1. Distribute posters to village and surroundings:

 **Barrow:** 2 A3 A boards (2 surfaces) in High St

 Paper Shop window, Parish Office window

 Barrow of Treats side wall (inside)

 Flower Shop inside

 Sweet Shop window

 Library

 Notice board outside library (A3)

 **Burton** Village Hall notice board

 The Greyhound in porch

 **Walton** notice board beside pub (laminated)

The Anchor in porch notice board

 **Seagrave** notice board outside memorial hall (laminated)

 Bus shelter

 **Cotes** notice board

 **Hoton** 2 bus shelters

 **Sileby** outside Costcutter(laminated)

Butchers inside shop

 Notice board opposite chip shop (laminated)

 Tailor in window (near church)

 Notice board near bank (laminated)

 **Mountsorrel:** you tell me!

 **Quorn:** notice board near village hall (laminated)

**`** inside gates in porch area of village hall

Notice board (laminated)

 Inside Bradshaws

 **Loughborough:** in window of Charnwood Arts (27 Granby St (A3 pushed through letter box)

1. and to BYT/Panto
2. Create tickets from a template
3. Distribute tickets to Paper Shop and Flower Shop (and Library?)
4. Email Jane Tindle to put short publicity article in Barrow Village News (Echo) (jane.tindle@outlook.com) Has to be with her on Sunday of week to be printed. This can be requested to be in for several weeks
5. Get Facebook publicity into Spotted Barrow, Barrowuponsoar and BUSCA facebooks.

November

1. Deliver bundles of poster+ A5 fliers to library for distribution by Library Service to surround libraries (Quorn, Sileby, Mountsorrel, Birstall, Shepshed, Rothley, Anstey) (I poster + 20 A5 flyers)
2. Email longer article to Echo (andy\_rush@mrn.co.uk) and Mercury (newsdesk@leicestermercury.co.uk) with a pic and Radio Leicester leicester@bbc.co.uk (no pic!)
3. Put articles in various websites [www.wherecanwego.com](http://www.wherecanwego.com) <http://www.loughborough.towntalk.co.uk>

kevr@charnwoodarts.com (you will have to register)

1. Contact Junior schools for permission to provide A6 fliers (one per pupil in class counted bundles): Hall Orchard 412188 or reception@hall-orchard.leics.sch.uk; St Barts in Quorn 412250 or office@st-bartholomews.leics.sch.uk; Redlands (Sileby) on office@dsatredlands.org (they email out the flyer) , Highgate (Sileby) [01509 813968](https://www.google.co.uk/search?q=highgate+school+sileby&oq=Highgate+School%2C+Sileby&aqs=chrome.1.69i57j0l5.13631j0j7&sourceid=chrome&ie=UTF-8), Burton 880298.

*I don’t know whether this will be feasible when I’m not around to get free photocopying. It might be worth getting a quote from HPHS* *reprographics@humphreyperkins.leics.sch.uk* *It would need about 400 sheets photocopied then cut into A6 x 4)*

1. Deliver bundles of flyers to each school after half term, along with 80 for Barrow Playgroup (you have to check numbers with schools each time)
2. I have always printed a selection of photos for publicity sheets in Barrow ( windows of Parish Council, Homefield Barrow of Treats, Library) but I guess this may stop without me)

 **Friday show**

1. Get out 5 display boards from store in Restaurant: 1 for BUSCA; 1 for Front of House display; 1 for photos of this show; 2 for past photo display (on existing sheets which I have)
2. Get someone to put up display of photos of past productions

 **Saturday Evening**

1. Collect up display material to take home