

## **DUTIES OF THE SW-SDAW TIPS & CUES EDITOR**

1. The editor is responsible for putting together four issues of the SW-SDAW's publication called Tips & Cues. The four issues include: Spring: March, April, & May; Summer: June, July, & August; Fall: September, October & November; Winter: December, January & February.
2. Each issue should be completed and printed by the appropriate SW-SDAW meeting for each quarter. In addition, the editor shall send an electronic copy of the Tips & Cues to each club by email before the publication date for their distribution to club members and to our webmaster for distribution to our website, Convention website and the SDAW website. The Editor shall also send an electronic copy of each issue to the other area editors in the State. For each issue that the Editor includes something for National Square Dance Convention, an electronic copy should be sent to the publicity person in charge of Media.
3. The publications shall contain the dance schedules & contact information for each club in our area as well as flyers for special dances. Each issue should include Wisconsin State Square & Round Dance Convention flyers and information; National Convention information and sounding States convention information.
4. It is the responsibility of the Editor to work with all our clubs, associations and area organizations to obtain the contents for each issue of the Tips & Cues.
5. Publication should be four pages: 8 1/2" x 11" (11x17 folded). The number of copies currently printed is 35-40, adjusted as needed by the number of clubs in the association. If needed, provided flyers can be inserted by the editor by hand. The current printer is Ink Works in Stoughton, WI. They print this for us for free. The editor is responsible for maintaining a good relationship with our printer and with permission from both councils, provide a thank you gift to the printer.