



**CAMPAIGN
FOR
REAL ALE**

TWICKENHAM BEER FESTIVAL COMMITTEE JOB DESCRIPTION

Job Title: Publicity Officer

Contact: Brian Jobin
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Arrange pre and post-festival publicity with the press. Print/Distribute pre-festival flyers and posters. Print/Distribute landlord invitations and publicity packs for local pubs. Print all posters needed to ensure smooth running of festival. IT Skills needed.

JOBS IMMEDIATELY POST-FESTIVAL	
October-December	<p>Send Local Press Festival Reports Send Local Press Pub of the Year (POTY) Info. Liaise with local press as needed.</p> <p>Respond to queries from both members and non-members.</p> <p>Take banner back from York House and store safely. Store re-usable Festival Publicity material.</p>
January- April	<p>Arrange Publicity and Press/Photography for POTY presentation evening.</p> <p>Assist staffing officer if required with arrangements for staff outing.</p> <p>Liaise with local press as needed. Respond to queries from both members and non-members, and if necessary organise material relating to festival for AGM.</p>
May- July	<p>Attend Festival sub-committee. Meetings roughly every 3-4 weeks.</p> <p>Keep press updated with any festival info. Get Festival Banner prepared.</p> <p>Assist with preparation/printing of Festival.</p>
August-September	<p>Attend Festival sub-committee meetings roughly every 2-3 weeks (Meetings weekly in month prior to festival).</p> <p>Send full festival details to local press and Liaise with local press as needed.</p> <p>Assist secretary if needed with LD and What's Brewing publicity.</p> <p>Take ownership of Festival Flyers/Posters. Distribute above as required.</p>

	<p>Print/Distribute Landlord Invites.</p> <p>Prepare and distribute Publicity Packs to local Pubs. Oversee all Publicity Crawls. Oversee all Station flyer handout evenings. Get banner to York House.</p> <p>Prepare all posters needed for the festival. Respond to queries from both members and non-members.</p>
JOBS AT FESTIVAL	<p>Oversee display of all Banners around the festival. Ensure suitable posters displayed at Festival Entrance.</p> <p>Arrange for posters showing directions to the festival to be displayed around the town. Oversee Hall decoration with CAMRA-supplied material. Ensure Stage is prepared for POTY Presentation. Liaise with Health and Safety Officer about display of First Aid, No Entry, and other warning Posters.</p> <p>Act as point-of-contact for visiting Press/photographers. Respond to queries from both members and non-members.</p>