**HOLIDAY CARD MAILING LIST**

**September 14, 2015**

Beginning of September, run a query of vendors for the finance, administration and program departments and give to appropriate vice president for review and updating.

When returned to you, update the e-Tapestry database accordingly.

Then, run the complete mailing list using the most recent two years of grantees from Gifts (those coded Regular and BF) and the following lists from e-Tapestry.

**HOLIDAY CARD LIST IS COMPRISED OF:**

Bradley Fellows

Bradley Prizes Nominators

Bradley Prizes Winners

Bradley Prizes Selectors

Development-all

Directors

Former Directors

Greater Milwaukee Committee

Holiday Cards

Kohler

Milwaukee Area Foundations

Metro Milwaukee Association of Commerce

Philanthropy Roundtable

Vendors (VA, VF, VP)

Most recent two years of grantees from Gifts

Save the various lists throughout the process to H:\WPDATA\MAILLIST\Holiday Cards\2015. (Color code e-Tapestry entries in red prior to merging with a footnote so that staff knows the) database source. There will be duplicates and staff can decide which entry to delete.

Prepare a memo and circulate a printout for review and recommended changes. When the list is returned, forward with a memo to the President requesting his review and approval. When returned, make the changes on the list in e-Tapestry and pass along changes to Renee Krebs for updating the Gifts database. Remove the foreign address to a separate tab; they will be mailed from the office rather than by the printer. Provide the count to VP-Admin who will coordinate the order with the Office Assistant.

On request email the mailing list to the Office Assistant who will forward it to the printer along with the card front, inside photo, and signatures.

When you receive the staff photo, apply staff signatures to a file representing the top flap of the card, lining them up according to position in the photo.