**HOLIDAY CARD MAILING**

**November 7, 2013**

Toward the end of August, 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

Combine all of the lists into one list.

Prepare a memo to the Assistant for Donor Relations and Program Assistant to circulate to their departments for updates. When each list is returned, copy it and prepare a memo for the President requesting approval of the changes. When returned, make the changes on the list and in the two databases. Remove the foreign address to a separate tab; they will be mailed from the office rather than by the printer. Print a final, complete list for the file. Provide count to VP-Administration, who will order the cards.

When requested, email the mailing list to the Office Assistant, who will forward 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.