

D20 Trumpet Editor Job Description

The newspaper is published six times a year. Issues are 16 pages long when there are regional results to report (usually four times a year) and 12 pages otherwise. The newspapers are distributed to clubs throughout District 20, mailed in 48 parcels by the printer.

The purpose is to:

- Publicize district regionals
- Report regional results
- Publicize district sectionals
- Publicize North American events
- Report news from units within the district
- Promote bridge to newer players
- Highlight the positive aspects of bridge

The editor's responsibilities are:

- To plan each issue page by page.
- To request major articles. For these at least two weeks notice should be given and a 3-day reminder sent. Deadline is 5th of the preceding month.
- To request flyers for ads - sectional and regional.
- To write articles where necessary.
- To remind unit reporters a week ahead of their deadline (10th of the preceding month).
- To take or otherwise obtain photographs.
- To get results and information from the ACBL, D20 and other district web sites.
- To edit the material that is submitted.
- To create run sheets for each page to send to the page designer (layout artist) Peggy Coquet of PC Desktop Design, pjcoquet@comcast.net.
- To proof and correct the finished pages.
- To send a Job Submission Sheet to the printer, Oregon Lithoprint.
- To maintain a database of (a) unit coordinators' email addresses and (b) the addresses to which the papers should be sent together with the number to each.
- To supply Oregon Lithoprint with a list of addresses and numbers for each issue.
- To arrange for extra issues to have at regionals.
- To send a web version of the Trumpet to the District 20 web site.
- To send copies of sectional ads to the district and ACBL web sites.
- To bill the district secretary/treasurer for the editing work.

It is necessary to maintain a large network of e-mail contacts. A great deal of time is spent on e-mail.

Estimated hours: Keeping a record of all time spent, the 16-page November/December 2006 issue was determined to have taken 67 hours. This is slightly more than four hours per page.

Sue Kroning, editor, skroning@seasurf.com. *Updated May 1, 2009.*