



## Guidelines for Using the Assembly General Flyer

- Double check the information you have included is correct.
  - Be sure to add a photo of your Assembly doing something! Smiling photos in formals do not show what we do to have fun, for our communities, etc.
  - For your event, include something that is open to everyone and is fun! You will want any prospective members to see the enjoyable aspects in an accessible way.
    - Example: while painting rocks may be a great event to invite prospective members to in person, virtually you may not be able to get the supplies to the prospective members.
  - Double check that you have included the flyer to your event!
  - Remember: you may not know if someone invited will attend or not so make sure the event is prepared and executed! Do not cancel the event you are advertising them to attend. Following through is key!
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- Before contacting the Membership Team with questions, consult the example document.
  - Contact the Membership Team at [caiorg.membership.team@gmail.com](mailto:caiorg.membership.team@gmail.com) for any questions.