

NH IORG Flyer Policy

- Send them to the Marketing Advisor after the information is vetted to the best of your ability
- Make flyers on the statewide Canva in case the marketing team need to make any last minute changes (for safety or platform-specific guidelines)
- Use Canva templates! There is no need to reinvent the wheel. Customize it however you'd like but templates will give you a great base to work off of.
- Insert our logo somewhere on the flyer
 - It should not be a focal point but it should add to the professionalism of it.
 - Our logo is downloadable on our website in both black and white.
- NO addresses should be on the flyer. Instead, use the names of buildings (i.e. Nashua Masonic Building)
 - Use 'Building' instead of Temple
- NO last names of youth should be on the flyer. The last initial is okay.
- Do not paste links in the flyer - these are not clickable.
 - On Facebook, you may post a link in the caption. On Instagram, links in the caption are not clickable. Instead, paste them into a LinkTree in your bio.
- Send along any additional info not on the flyer that you'd like to include in the caption (links, for example)
- Suggested timeline for submitting flyers:
 - Statewide events: send an invite and 'hype' 1 month + 1 week before the date
 - For OV's: send an invite 1 month + 1 week before the date
 - For other events: send ~3 weeks before the event
- Please contact the marketing team if you have any questions

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