

Saugatuck-Douglas Historical Society  
PROJECT PROPOSAL

*Submission date:* 2-19-09

*Project Title:* 2009 SDHS Membership Directory

*Project Leader:* Ed Kelly

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*Project Start Date:* 3-1-09

*Project End Date:* 6-1-09

*Brief Project Description:*  
(including how this project will further the Society's goals)

- Produce the annual SDHS Membership Directory
- Refresh directory information
- Redesign the format to accommodate advertisements
- Sell ad space

BUDGET SUMMARY

total revenues: \$4,000 in ad sales

total expenses: \$1,500 for postage, production and printing

net: \$3,500

*Brief Description of Space/Facilities Needs:* Space to assemble the books and to get them mailed

*Brief Description of Equipment Needs:* Printers ?

*Brief Description of Other Needs:* Collette S is working on information. We need a graphic designer to help with layout. We need help from SDHS PR and Image group to create the proper "look" and Society consistency. We need to create a strategy and a plan to sell ad space.

*Names of Project Work Team:*  
(including staff, volunteers and duties) Membership Development Team members Collette Snyder, Jolene Jackson, Nyla Hensley, Janet Ryskamp + Bill Hess & Jon Helmrich + mail ladies.