

## Job Description for Mailing Coordinator

The mailing coordinator is responsible for ensuring that any outgoing Dragonfest related mail is delivered to current Dragonfest members. This includes The Dragons Are Coming informational letter, registration forms, ticket packets, ballots, or any other mailing deemed necessary by the director of operations or the board.

The mailing coordinator receives the pieces to be mailed from whoever is responsible for getting them from the printer. Mailing labels printed from the Dragonfest database, postage or funds to buy postage are received from the director of operations.

Most mailings consist of applying address labels and appropriate postage to the pre-folded pieces and delivering them to the post office. The mailing coordinator is also responsible for finding out if mail going to recipients in foreign countries requires additional postage or considerations (ie: tri-fold mailings sealed with a tab or a staple cannot be used for mail going to Canada. They must be put in a sealed envelope.)

The mailing for the ticket packets requires that return address labels and mailing labels be applied to an envelope. The informational sheets are stuffed into the envelopes. The tickets for children must be matched to the appropriate parent ticket. All tickets must be matched and checked off on the printed list of members attending that year as well as the envelope with the appropriate address label. Everything is cross checked. If there are any inconsistencies in the tickets, labels, or the list, the director of operations or the registrar must be notified as soon as possible. The envelopes are then delivered to the post office.