

Getting Your Flyer Posted

On the website, in the POST, or both

This guide covers everything you need to get your event in front of the local fellowship: how to submit a flyer to the aagainesville.org website and to the POST (the monthly printed bulletin), what to do if you only have a paper copy, and how to build a flyer from scratch if you don't have one yet. Two destinations, two inboxes:

THE WEBSITE

aagainesville.org · events calendar

webmaster@AAGainesville.org

THE POST

monthly printed bulletin · B&W

POST@AAGainesville.org

Want the broadest reach? Send it to both.

THREE WAYS TO SUBMIT

1 FLYER ALREADY ONLINE? → EMAIL THE LINK

If your flyer lives on a website, Facebook event, or shared drive, just email the link. No attachment needed — the webmaster will grab it from there.

2 ONLY HAVE A PRINTOUT? → TAKE A PICTURE

Lay the flyer flat in good light, shoot it straight-on (no angle, no shadows, whole page in frame), take a picture and email it to the addresses above. A clear phone photo works fine.

3 NO FLYER YET? → CREATE ONE

See below to create one and email it to the addresses above. Gather the event details in the checklist below, then follow the step-by-step AI flyer walkthrough on page 2.

✓ INFO CHECKLIST — WHAT WE NEED FOR YOUR EVENT

• Name of event

What's it called?

• Event date

Single day or a date range

• Start & end time

Or “all day” if it spans multiple days

• Event location

Venue name and address

• Organizing group

NCFI, District, FCYPAA, group name, etc.

• URL for event

If there's a web page — or “n/a”

• Event cost

A price, or the word “free”

• Type of event

Pick the one that fits best:

☐ Conference

☐ Retreat

☐ Dinner

☐ Speaker Meeting

☐ Lunch

☐ Virtual

☐ New Meeting

☐ Workshop

Have all of this before you build or submit a flyer — it's also exactly what the AI prompt on page 2 asks for.

Create a Flyer with AI

1 GATHER THE DETAILS

Fill out the info checklist on page 1. Every blank you leave is a follow-up question you'll get later.

2 GO TO CHATGPT.COM

Open <https://chatgpt.com> in your browser. A free account works.

3 PASTE THE DETAILS + DESCRIBE THE LOOK

Enter the event details along with a few notes on what you want the flyer to look like. Ask for two versions: full color for the web, and a quarter-page black & white version for the POST.

4 ITERATE

After the first flyer comes back, ask for changes or additional designs until it's right. Then download the graphics and email them in (addresses on page 1).

COPY-AND-TWEAK EXAMPLE PROMPT

Please create a flyer for the following event. I will need a full color version to post on a website and a separate 1/4 standard US letter page black and white version to be printed in a newsletter. No restrictions on the web version; the graphics for the 1/4 page black and white version should be greyscale friendly. Please provide graphics for the flyer for download.

Name of event: 4th of July Sobriety BBQ

Type of event: Dinner

Event date: 9/12/2026

Event start and end time: 2–4pm

Event location: Triangle Club

Who is organizing event: Eye Opener Group

URL for event: n/a

Event cost: \$5

See what this exact prompt produced: chatgpt.com/share/6a597187-38c0-83ea-a766-28876ee22723

HEADED FOR PRINT? THE POST'S HOUSE RULES

GO BIG

Flyers print at quarter-page size in black & white. Designing at full-page size? Fonts at 48pt or larger. Then hold a print at arm's length — if you can't read it, nobody can.

BOLD, NOT FANCY

Thick lines, solid shapes, big contrast. Delicate swirls and hairline borders vanish at quarter size.

EVERY COLOR IS GREY

Colors collapse to grey in print, and lookalike colors become the same grey. Flip your phone camera to black & white and aim it at the design — if it looks like fog, start over.

SUBMIT BY THE 12TH

In by the 12th → prints next month. Late → two months out. Count backward from your event date so it doesn't run after the event already happened.