



Lincoln PTA Flyer Procedures

1. Obtain approval of your flyer content from Tiffany Ruddle at president@abelincolnpta.org. Tiffany will confirm content with the Principal.
2. Please print in black and white only unless approved by the Executive Board.
3. Determine the number of copies – is your flyer appropriate for all students, one copy per family or for a specific grade(s)? A complete list of total students by class from president@abelincolnpta.org. This list is updated periodically to account for changes in enrollment. You will need to leave one additional copy for each teacher and 3 for the office.
4. Submit your documents and complete your print order. Call, email or upload your file to:

House of Graphics
370 Randy Rd
Carol Stream, IL 60188
(630) 682-0810
robherbold@yahoo.com
www.printhg.com

5. When your order is complete, make bundles according to class counts plus 2 extra and place your flyers in the teacher mailboxes. Teacher's mailboxes are behind the front office. Please hand the secretary staff 3 copies for backup. It may take up to 3 days to go home in student's backpacks, so plan in advance.