

Public Relations Newsletter



IN THIS ISSUE

- Welcome message
- Zoom Chat Flyer
- Request for Visit by Department President or Department Chairman
- Zoom Etiquette Rules

WELCOME

I'm Kristy Wakeman, Department of Wisconsin American Legion Auxiliary Public Relations Committee Chair for the 2026-2027 term.



The attached flyer lists the upcoming PR Zoom Chats that are planned during my term. I would appreciate it if you would share this with your local Legion family – County and Unit Presidents, Post and SAL Commanders, and Legion Rider Directors. Everyone is welcome!

A variety of topics will be covered.

If you or your Public Relations Chairperson has any questions or needs support during this year, please reach out to me. I will help you any way that I can.

If you would like an in person visit, please use the attached [Request for Visit by Department President or Department Chairman](#) form. This form can be mailed or emailed to the Department. The fillable form can also be found on the Department of Wisconsin ALA website under *Forms*.



Committee Chair
Kristy Wakeman
Karcuter19@gmail.com
920-210-2356

Department of Wisconsin American Legion Auxiliary

PUBLIC RELATIONS

www.amlegionauxwi.org/publicrelations

Join Us for Zoom Chats

FOR THE AMERICAN LEGION FAMILY

Date: September 23, 2026
January 27, 2027
April 28, 2027

Time: 6:30 p.m. – 8:00 p.m.

Connect with members across Wisconsin as we support veterans, military families, youth, and our communities through service, education, and advocacy.

- Stay informed on department updates and initiatives
- Share ideas and strengthen unit communication
- Build connections with members statewide
- Learn new ways to promote our mission in your community
- Promote a positive image

All members welcome.

www.amlegionauxwi.org





DEPARTMENT OF WISCONSIN

Request for Visit by Department President or Department Chairman

Please mail/Email this request directly to the invited party.

Send a copy to Department Headquarters:

P.O. Box 140, Portage WI 53901

Email: deptsec@amlegionauxwi.org

Invitation is extended to: _____

Request for visit from: Unit# _____ Unit Name: _____

Date of Event: _____ Time of Event: _____

Event: _____ Location: _____

(Post/Civic Bldg/Other Place)

Address: _____

Town: _____ Phone # _____

Name of person(s) who will meet the President/Chairman: _____

Is the event a: ☐ Luncheon ☐ Dinner ☐ Unit Meeting ☐ District Meeting ☐ County Meeting ☐ Other

Will the President/Chairman:

☐ Provide Greetings Only ☐ Be the main speaker of the event (preferred subject: _____)

☐ Expected to participate in other activities (activities info: _____)

Who is expected to attend the event: ☐ Auxiliary Members ☐ American Legion ☐ SAL ☐ Youth

☐ Others _____

Does the invitation include a guest of the President/Chairman? ☐ Yes ☐ No

Dress for the occasion is: ☐ Formal ☐ Informal (business) ☐ Casual (jeans/shirts) ☐ Other

What news media will attend? ☐ Radio ☐ TV ☐ News Publications

Will lodging be provided for the President/Chairman? ☐ Yes ☐ No

Details:

Contact Person _____

Phone #: _____ Email: _____

updated 7/24



Zoom Etiquette Rules

When attending a Zoom meeting there are some rules of etiquette that should be followed.

Before the meeting –

- ❖ Test your equipment – make sure your microphone, camera and internet connection are functioning
- ❖ Dress appropriately – wear appropriate clothing
- ❖ Check your background – use a clean, tidy location
- ❖ Check your lighting – try not to sit in shadows
- ❖ Position your camera – make sure it sits right at eye level
- ❖ Join the meeting a few minutes early – arrive two to three minutes ahead of the start time

During the meeting –

- Mute your microphone – keep your mic muted when you are not speaking to block out background noise
- Keep your video on – Turn on your camera unless you have poor connection speeds
- Avoid multitasking – Close unrelated browser tabs, put away your phone and do not reply to emails or text message during the call
- Do not eat or drink heavily – Avoid eating on camera, sip drinks quietly if needed.
- Don't talk over others – Wait for a person to finish their sentence before you speak
- Use chat responsibly – Keep the meeting chat focused strictly on relevant topics or questions.
- Don't treat the camera as a mirror – Try not to adjust your hair or clothing using your camera

