**Director of Marketing and Communications Skills Quiz**

Name, Phone, Email:

 • You have 1000 additional copies (or a 20 % overrun) left over from last month’s Member magazine. In order to lower to a 3% overrun, how many magazines should you print this month?

 • When would you use “Fred and I” and when do you use “Fred and me” in a sentence?

 • What are the components of a good press release?

 • Describe the items included in an organizational style sheet.

 • Describe the steps you would take to create deadlines and benchmarks within a project management system.

 • How many Chambers of Commerce are there in the greater Sacramento metro area?

 • What steps would you use to create a new Facebook Page and for the purposes of promoting an event?

 • What would you expect are the top 10 keywords for the Crocker Museum website?

 • Name five ways you would market and promote a special event at the Crocker to the community.