

# Newsletter Distribution Tips

There are many ways you can deliver your neighborhood newsletters. One of these ideas may work best or you may want to use a combination of all of them.

## Door to Door:

- When hand delivering, more is good – more routes and more distributors.
- Be sure your distributors know not to put newsletters in mailboxes.
- Keep routes consistent to insure that everyone in the neighborhood gets a newsletter.
- Enlist the help of a neighborhood youth group, boy-scout troop, 6th grade classroom, church youth group, etc. to deliver your newsletters. Offer to give a donation to their organization for this effort.
- Have your block captains deliver the newsletters to the residents on their block.

## Mailing:

- You can mail the newsletters to all your residents using regular US postal service. This route assures every resident receives a copy but can be cost prohibitive.
- Bulk Mail: If you are a member of Neighborhood Alliance you can use our Bulk Mail permit to mail out your newsletter at a reduced cost per item (See "Guidelines for mailing with Neighborhood Alliance). ***This is by permission only.*** Talk to Neighborhood Alliance to get all the specifics prior to printing your newsletter. Call (405) 528-6322.

## Internet:

- Include your newsletter on your neighborhood website in addition to distributing your paper newsletter.
- Your newsletter can also be sent via your email distribution list. Many neighborhoods have an e-list for their neighborhood through which they can share vital neighborhood information. It takes a bit of time to establish a neighborhood-wide list, but neighborhood email networks can be very effective methods of communicating timely information.

## Passive distribution:

Always have copies of your newsletter available at neighborhood events, they are great neighborhood PR and are your regular vehicle for tooting the neighborhood's horn. Leave newsletters at neighborhood businesses and newsletter advertisers.

**\*\*SEE OTHER SIDE\*\***

Neighborhood Alliance - 1236 NW 36th Street - Oklahoma City, OK 73118  
405.528.6322 fax 405.521.0798 www.nacok.org



## Mailing Lists for your Newsletter

Don't forget there are people outside of your neighborhood who are very interested in what is happening there. Please include the following people on your mailing list or in your delivery network:

Neighborhood Alliance  
1236 NW 36th St.  
OKC, OK 73118

Your City Councilperson  
C/O City Hall  
200 N. Walker  
OKC, OK 73102

- Ward 1 – Gary Marrs, ward1@okc.gov
- Ward 2 – Ed Shadid, ward2@okc.gov
- Ward 3 – Larry McAtee, ward3@okc.gov
- Ward 4 – Pete White, ward4@okc.gov
- Ward 5 – David Greenwood, ward5@okc.gov
- Ward 6 – Meg Salyer, ward6@okc.gov
- Ward 7 – Skip Kelly, ward7@okc.gov
- Ward 8 – Patrick Ryan, ward8@okc.gov

City of OKC City Manager  
420 W. Main St., 3rd Floor  
OKC, OK 73102  
james.couch@okc.gov

City of OKC Planning  
420 W. Main St.  
OKC, OK 73102  
Benjamin.Davis@okc.gov

Carrie Coppernoll,  
C/O The Oklahoman  
P.O. Box 25125  
OKC, OK 73125-0125  
ccoppernoll@OPUBCO.com

Harry Meister, Publisher  
MidCity Advocate  
1111 N Hudson  
OKC, OK 73106

Community Police Relations Officer  
(Choose the area nearest to you)

Hefner Division  
3924 NW 122nd St.  
OKC, OK 73120

Santa Fe Division  
9000 S. Santa Fe  
OKC OK 73139

Springlake Division  
4116 N. Prospect  
OKC, OK 73111

Will Rogers Division  
3112 N. Grand Blvd.  
OKC, OK 73112

Plus, don't forget your local firestation!

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