



2020-21 REQUEST FOR PROPOSAL: PUBLICATION EDITOR/DESIGNER

We are seeking bids for an Editor/Designer of the *Wisconsin Lion*. The *Wisconsin Lion* is a 6x/year publication designed to inform and educate the Lions of Wisconsin about projects/programs, events and topics of interest. Bid should include a resume/company overview, relevant samples, list of software proficiency, references & costs.

Current publication samples can be found at wisconsinlions.org

Contract Dates July 1, 2021 – June 30, 2022

Send Bids To: MD27 State Office, md27@wisconsinlions.org

Bid Deadline: APRIL 2, 2021 (Winning bid will be announced on or before May 21, 2021)

Questions? DG Bob Bertch, bobbertch22@gmail.com or 715-892-2366

Responsibilities

- Produce, coordinate & publish up to a 32-page, bi-monthly tabloid magazine in both high resolution black & white & online color versions)
- Working with the printers, e\Establish a production schedule to publish editions on or before the 1st of the month of publication
- Manage editorial calendar & contributing editors
- Train & support contributing editors
- Write various articles
- Edit story submissions
- Ensure conformance to editorial & advertising policies & standards
- Work with the printer & e-publication provider to coordinate complete production
- Work with advertisers to create/place advertising
- Bill advertisers for remittance to Wisconsin Lions State Office
- Report to Editorial Board
- Provide creative direction
- Use current design software to produce page layout & advertising designs that conform to publication standards
- Maintain an up-to-date publication style book

Preferred Experience

- Software – Adobe InDesign, Adobe Illustrator, Adobe Photoshop, Adobe Acrobat & Microsoft products (Word, Excel, Power-point, Publisher)
- Managing content and contributing editors
- Writing/editing
- Lion membership preferred, but not required.

Production Schedule (all editions include online & printed versions):

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| • July/August Online & Printed | In mailboxes July 1st |
| • September/October Online & Printed | In mailboxes September 1st |
| • November/December Online & Printed | In mailboxes November 1st |
| • January/February Online & Printed | In mailboxes January 1st |
| • March/April Online & Printed | In mailboxes March 1st |
| • May/June Online & Printed | In mailboxes May 1st |