**Event promotion checklist**

Please use this checklist to gather event details prior to requesting sign ups or promotions.

Providing complete information with enough lead time is required to promote events. Suggested minimum lead times are included below. Events with incomplete information, or received after the recommended lead time, may not be possible to promote.

* Who is it for:
  + MGVs only (7 days)
  + OR for the public (4 weeks)
* Post to which of the following:
  + Extension MGV eNews (7 days)
  + MGA Board President newsletter (7 days)
  + Facebook (14 days)
  + Valley Gardener (4 weeks)
  + Extension Calendar (4 weeks)
  + Growing (6 weeks)
* Title
* Date
* Start time
* End time
* Location (complete address, room number or specific location, OR RSVP info for Zoom\*)
  + If needed, a request for Extension to create an online sign up, or Zoom (7 days notice)
* Cost and where/when to get tickets OR Free
* Short description of what attendees will learn, or a problem they can solve, after attending this event (about 200-500 characters)
* Name of presenter and a link to their information, if applicable
* Drop in OR RSVP information
* Event capacity

\*For public events, Zoom RSVP required by OSU for security.