# [Event name] – Help us spread the word about this event!

**Audience:** [e.g parents/guardians, high school students, community leaders, partner organizations]

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| **Communication type** | **Details and sample text** | |
| **E-mails home, website posting & Front Porch Forum** | Subject: [Describe]  [Fill in your event info, at a minimum include event name, date, timing, location, who it’s intended for, whether there’s a cost to participate, and where/how to register] | |
| **Social Media**  **Share** [your organization’s] Facebook event page.  Join us on Twitter **@[your handle]** | **Go to [your organization’s] Facebook page and share our [event name] event or post.**  Use other social media? Please consider posting the following:  Subject: [Describe]  [Fill in your event info as above, at a minimum include event name, date, timing, location, who it’s intended for, whether there’s a cost to participate, and where/how to register] | |
| **Grades/PowerSchool Systems**  Link image to [your event website or Facebook event page] | [Insert jpeg image of your event poster] | [Insert additional jpeg image if you have multiple] |
| **Phone/Robo-calls &**  **Daily announcements** | Don’t forget to attend [event name] at [location] on [day of week, date] from [time].  Go to [[event](http://www.vsac.org/CCP18) website] or call [phone number] for info. **Walk-ins welcome!** | |