



## Events Calendar Submission Process

The Healthy Franklin County website includes a variety of resources, tools, and information. Our hope is to facilitate cross-promotion of public events that would be of interest to those visiting the Healthy Franklin County website. Sharing events online will help us to enhance engagement and participation of the community, as well as foster collaboration across stakeholder groups. We welcome event submissions to be considered for the Healthy Franklin County events calendar.

### Submission Guidelines:

- Event submissions will be subject to review for appropriateness.
- Events that help to further the mission of Healthy Franklin County will be posted.
- Events must align with Healthy Franklin County priority area:
  - Access to Health Care
  - Nutrition
  - Physical Activity
  - Mental Health, Substance Use and Prevention
  - Early Childhood Education
  - Adolescent Health
- Events must be open to the public.
- We request all event submissions at least one month prior to the scheduled dates.
- Please share event details with us as soon as the information is confirmed and available. This will allow adequate time to review submissions, cross promote, and share the information with the community.

### Submission Info:

Submit event details online using our submission form.

Required: Name/host organization, contact e-Mail, date/time/location name & address. Event title & description. Link to original content with event details, description, and registration (for verification & event promotion).

### Optional:

Additional notes about transportation, parking, directions, & location. Process & information for registration & RSVP. Social media info –calendar information will also be cross-promoted via Facebook.

Attachments: Other communication materials i.e logo, flyer, event images. We envision that the calendar will improve outreach efforts, foster alignment, and promote a variety of events to enhance engagement and participation in the numerous county-wide health services and health improvement efforts. Please contact us if you have any questions or issues with submitting an event.

Contact Noel Purdy, Healthy Franklin County, Project Manager, at [npurdy@summithealth.org](mailto:npurdy@summithealth.org) or call 267-4877 if you have questions.