

How to Publicize Your Kendal Event

1. AS SOON AS YOU KNOW THE DATE:

- a) Before scheduling an event: Check both the Meeting Room Calendar and the Website Events Calendar for possible conflicts.
- b) Using the on-line Room Reservation Form. This form will allow you to provide information for Room Reservation, Sound& Light requirements, Ushers needed, any Housekeeping or Catering services and Zoom, if needed. Submitting this form will add the date to the website calendar. Details can come later.
- c) Wait until you have confirmation from Front Desk Ambassador that time & place are scheduled.
- d) A member of the Zoom team will contact you and talk with you about the details. You may need to arrange a rehearsal with your Zoom Team member.
- e) Any changes can be made by submitting the Form again.

2. AT LEAST TEN DAYS BEFORE THE PROGRAM:

- a. Using the **Contact Us** form or editor@kalresweb.org , send the **details** of the program to the website. If you wish, send the same information to Crosslands at editors@crosslandsres.org
- b. If you need a poster designed, Howard Hctor can help.
- c. Install posters one Bulletin Boards near the Dining Room
- d. Alert Channel 9 to publicize the program. l.szabo@verizon.net
- e. Give two copies of the information/poster to the Front Desk Ambassador for delivery to Westmorland and Cumberland nursing stations
- f. Flyers are not recommended, but If you must, use a quarter or half-sheet, and stuff ONLY those boxes with NO green dot.