**AAUW-WA Communications - Branch Event Sharing**

If a branch chooses to share an **upcoming virtual event** with other branches, please do the following:

* No later than 1 week prior to branch event, submit the following to communications@aauw-wa.org
	+ The **title, date, time, contact info** and/or **link** to additional information (if available)
	+ Include a **very brief description** of the event, with a **graphic/picture**, if available.

\*Please do not send full page flyers\*

* **Communications director will forward to Facebook, Other Social Media, Webmaster, Evergreen Leader** and **President** (presidents meeting) and post on **AAUW-WA website Google calendar**

This information will then be shared by our president in her monthly president’s meeting and posted on Facebook, AAUW-Wa website and Evergreen Leader (included in a Branch Events section)

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| **AAUW-WA Local Branch VIRTUAL Event Sharing Request***Send completed form (or information in email form) to* *communications@aauw-wa.org****Some lines may not be applicable to your event - please fill out as completely as you can*** |
| Title of Event:  |
| Event Date and Time:  |
| Check where you wish your event to be shared/published: **\_\_\_\_ ALL** (no need to check below) **\_\_\_\_AAUW-WA website calendar** **\_\_\_\_\_Facebook \_\_\_\_\_Other Social Media**(Twitter, Instagram)**\_\_\_\_Website \_\_\_\_Evergreen Leader** **\_\_\_\_** **President’s meeting** |
| General Contact Info:  |
| RSVP Contact Info or Link to Event Registration  |
| Link to Event Information  |
| Brief Description:  |
| Graphic / Picture |
| Additional Info (if needed):  |