Guide to Publicizing an Event

An event is a one-time performance, presentation or program hosted by a resident activity and is open to all residents. Event sponsors are responsible for all publicity for their events, including distributing links if the event is streamed.

All publicity should include the day, date, time, location, and description of the event as well as the names of the sponsor and contact person. Postings are to be removed immediately after the event. Use the website link in the More Info column for submission requirements.

Medium	Due Date	Description	Contact	More Info
Willamette Views	14th of month previous to event	Provides for longer description of the event, background information, and photograph	Willamette Views editor	Link
Friday Notice	Wednesday, noon; send week prior to event	Brief description of the event posted in the Activities of the week	Fridaynotice@willametteview.org	Link
Events calendar on Resident website	One week prior to event	Event details displayed in the Events Calendar and on the activity page	Sponsor's content editor or Resident Council content editor	
WVTV Digital Screens, graphic slide	6 days before publication; runs 1 week prior to event	Graphic slide of event for slide show; restrictions may apply	Fridaynotice@willametteview.org (may be submitted with Friday Notice)	Link
WVTV Digital Screens sidebar calendar	One week prior to event	Displays information directly from the resident website events calendar	See Resident Website events calendar contact above	
Bulletin Board, Day of the Week	6 days prior to event	Place a flyer on bulletin boards in each building	Building bulletin board monitor or Services Council	Link
Elevator Sleeves	3 days prior to event	Restricted to events that meet criteria of Elevator Sleeves Policy	Services Councilor	Link
Website announcement	One week prior to event	Public notice of general interest to all residents	Submit the announcement using the form on the Resident Website	Link

Prepared October 2024 jointly by Events Committee and Resident Communication Steering Committee with overview by Services Councilor