

CV-SALTS Nitrates Regulations and Management Workshop Notification and Registration Process and Timeline

Save the Date

Goal: Distribute Save the Date to key leaders by **October 1, 2018**, providing more than two months lead time.

Process:

1. **Save the Date** flyer approved for email distribution by PEOC.
2. Daphne to distribute the **Save the Date** to Executive Committee members and PEOC members (and others as identified by Executive Committee and Daniel) with a request that each person:
 - Target leaders that they know or that they think should be invited from their organization email list.
 - Email the **Save the Date** to the targeted leaders on or about October 1.
 - Keep track of those that receive the **Save the Date** via email so a second invite/reminder can be sent closer to the workshop dates.
3. Additional distribution of the **Save the Date** to the organizations/associations listed under the “who should attend” section will be coordinated by Daniel and Catalyst to reach those leaders.

Avoiding duplicate emails and invites would be time consuming, so some people may get duplicate notices.

RSVP/Registration:

Catalyst will set up an **Eventbrite account** for each workshop and add that info to the **Save the Date** before it goes out, so contacts can register early.

Second Invite/Reminder

Goal: Widely distribute a **Workshop Invite** to key leaders on or before **November 15, 2018**, providing nearly one-month lead time. Invite will note that space is limited to encourage registration.

Process:

1. Catalyst to develop the **Workshop Invite** for approval by PEOC and Executive Committee.
2. Daphne to distribute **Workshop Invite** to Executive Committee members, PEOC members, and others with a request that each member email the Workshop Invite to the same people that received the Save the Date.
3. Daphne/Catalyst can send the **Workshop Invite** directly to the various organizations listed under the “who should attend” section to invite their leaders.

Avoiding duplicate emails and invites would be time consuming, so some people may get duplicate invites.