

Workshop Notification and Registration Process and Timeline

September 11, 2018

Save the Date

Goal: Distribute Save the Date to key leaders by **October 1, 2018**, providing more than 2 months lead time.

Process:

1. Catalyst to provide the **Save the Date** for email distribution.
2. PEOC to review content and message of the **Save the Date**.
3. Daniel (?) to distribute the **Save the Date** to Executive Committee members and PEOC members (and others?) with a request that each person:
 - o Target leaders that they know or that they think should be invited from their organizations email list
 - o Email the **Save the Date** to the leaders that they target on or about October 1
 - o Keep track of those that they send the Save the Date to via email so a second invite/reminder can be sent as we get closer to the workshop dates.
3. Catalyst can send the **Save the Date** directly to the various organizations listed under the “who should attend” section and ask that they send it to their members.
4. Tracking and sharing who invites who would be time consuming, so some people may get duplicate invites.

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.

Second Invite/Reminder

Goal: Widely distribute a **Workshop Invite** to key leaders on or about **November 15, 2018**, providing nearly 1 month lead time.

Process:

1. Catalyst to provide the **Workshop Invite** for email distribution.
2. Daniel (?) to distribute **Workshop Invite** to Executive Committee members and PEOC members, and others with a request that each member:
 - o Email the Workshop Invite to the same people they sent the Save the Date to
3. Catalyst can send the **Workshop Invite** directly to the various organizations listed under the “who should attend” section and ask that they send it to their members.
4. Tracking and sharing who invites who would be time consuming, so some people may get duplicate invites.