



Submissions to the Healthy Montgomery Online Events Calendar



www.healthymontgomery.org

The Healthy Montgomery website includes a variety of resources, tools, and information. Our hope is to facilitate cross-promotion of public events that would be of interest to those visiting the Healthy Montgomery website. Sharing events online will help us to enhance engagement and participation of the community, as well as foster collaboration across stakeholder groups. We welcome event submissions to be considered for the Healthy Montgomery calendar for the 2017 calendar year.

Submission Protocol:

- 📅 Event submissions will be subject to review for appropriateness. Events that help to further the mission of Healthy Montgomery will be posted.
- 📅 Events must contribute to the achievement of the 3 overarching Healthy Montgomery goals:
 1. Achieve health equity for all residents,
 2. Improve access to health and social services, and
 3. Enhance the physical and social environment to support optimal health & wellbeing.
- 📅 Events must be open to the public.
- 📅 We request all event submissions *at least one month prior* to the scheduled dates. *Please share event details with us as soon as the information is confirmed and available. This will allow adequate time to review submissions, cross-promote, and share the information with the community.*

Submission Form:

Submit event details online using our submissions form, [here](#).
OR e-mail to healthymontgomery@montgomerycountymd.gov

Required:

- ✓ Name/host organization
- ✓ Contact e-Mail
- ✓ Date/time/location name & address
- ✓ Event title & description
- ✓ Link to original content with event details, description, and registration (for verification & event promotion)

Optional:

- ✓ Additional notes about transportation, parking, directions, & location
- ✓ Process & information for registration & RSVP
- ✓ Social media info – calendar information will also be cross-promoted via Twitter
- ✓ Attachments: Other communication materials i.e logo, flyer, event images

We envision that the calendar will improve outreach efforts, foster alignment, and promote a variety of events to enhance engagement and participation in the numerous county-wide health services and health improvement efforts. Please contact us if you have any questions or issues with submitting an event.

Healthy Montgomery Staff.

healthymontgomery@montgomerycountymd.gov

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