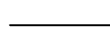





How to Submit & Promote Your Class or Group Event

We've made submitting your class, meeting or Community/Empowerment Group's event a **one-step** process. Once submitted, your activity is "plugged in" to announcements, the power point slides, flyers, bulletin, *Upcoming Stuff*, Jan's monthly newsletter, the web calendar, and more! It's important to submit the information to New Vision Center's Marketing Department in advance—and in a timely fashion.

To launch marketing of your Class, Workshop or Community Group event:

1. Confirm dates and times with Iris (Iris@NewVisionAz.org)
2. Once confirmed, visit the marketing initiative page by clicking on the "M" icon,   conveniently located in the lower right hand corner of the home page (NewVisionAz.org)
3. Once on the marketing page, select the applicable initiative (For example: The *Class Initiative* for a class; The *Event Initiative* for an event, etc.)
4. Complete the initiative (Be sure to double check all information!) and click submit!
5. Your information will then be placed into queue for marketing!

Should you desire to launch **additional promotion** to the *NVC Communications* mailing list and/or New Vision Center's social group, *NV Scene*, do so as follows:

NVC Communications (you must be a member of the list):

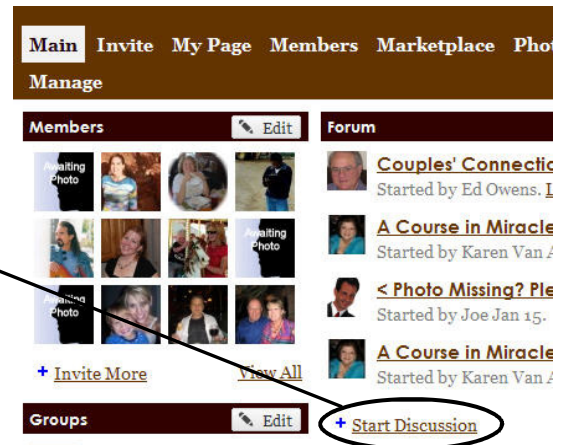
Just prepare a short paragraph about your event and post (e-mail) the group! Note: If you are not a member of NVC Communications, contact Jan Katcher (jank96@cox.net) and ask to be placed on the list.

NV Scene (you must be a member):

1. Login to NV Scene (from home page: *NewVisionAz.org*)
2. In the Discussion Forum on the NV Scene home page, click on "Start Discussion".
3. Post your class or event information!

Note: If you are not a member of NV Scene, just sign up from our home page: www.NewVisionAz.org

For more information on making your event description more appealing, download my **FREE TIPS** report on the initiative page.



Important Deadlines You Must Know:

1. Bulletin deadline is always Wednesday, 12:00 noon for following Sunday's edition.
2. Deadline to appear in Jan's *Visions* Newsletter is the 20th of the month for the following month's issue. For example, deadline for the *February* edition would be *January* 20th.



Submitting your information well in advance of these deadlines will assure your program adequate promotion!