

## Promoting Events at Lower Mountains Anglican

Details on all events can be found at the **Events Page** (<https://www.lmap.org.au/events>)

The **Events Page** is the central location for all information, registration, and promotion of events.

### **Adding Events to the Events Page**

To add an event to the calendar, please email [admin@lmap.org.au](mailto:admin@lmap.org.au) and include the following information:

1. Title of Event:
2. Subtitle of Event (1 sentence) grabbing people's attention):
3. Location:
4. If the event is associated with one of the following: Kids/Youth/Young Adults/Accessibility/Men/Women/Seniors
5. Date of Event
6. Start Time and End Time (or if it is an all day event)
7. Name of Event Coordinator
8. Any promotional images
9. RSVP details and Payment details - include whether you need a registration form made
10. Detailed text of event - any other information you want to include.

The office will then let you know if they need any more information. If the event is already in the Church Master Calendar they will input it, if not, they will need approval from a member of the Ministry Team to check there are no clashes etc.

When completed, they will email you an event link and you will see it on the website.