

# Chapter Event Release Guide

## NGPA Local Chapters

1

### Create

Create the details, location, and a short description for your event. See Chapter handbook for info on ideas and financial guidelines.

2

### Notify

Notify NGPA Leadership of your chapter event using the chapter event submission form:

[www.ngpa.org/chapters-notify](http://www.ngpa.org/chapters-notify)

3

### Publish - Email/Text

Using your event description, the NGPA Chapters Team send out to your local chapter.

4

### Publish - Facebook

Using your event description and details, please publish your event to your Facebook group for local members to follow.

5

### Organizational Marketing

When you submit your event using step 2, this info is sent to our publications and social media teams. The sooner you schedule and notify NGPA of your event, the more coverage we can provide you in publications and on NGPA social media.

6

### Thank You!

Thank you for volunteering your time in creating a local chapter event for NGPA Membership! Community is a big aspect of NGPA, and you make that possible! if you have any questions, please contact [chapters@ngpa.org](mailto:chapters@ngpa.org).



NGPA