

Guidelines and Tips for Submitting an Event

Title - Keep it short, make a statement i.e.

- Engage, empower and develop others with the five-minute coach
- Become a qualified coach supervisor
- How to protect your confidence in tricky times

Presenter - Make sure it's clear who is hosting/facilitating the event

- Write the copy in the third person.
- Add a section/bio about you/the presenter.
- Add your/the presenters photograph.

Content - Clarify:

- Who will benefit from this?
- Why would they want to attend?
- What will be covered?
- How will it run?
- What will they 'take away'?
- What have others said about similar events you've run?

Call to action

- What are the next steps?
- How do they book?
- You could set up an Eventbrite page?
- Add your contact details.

To submit the event, you must insert the cost, start date/time, location (or tick if Online), and you will need a link to a website page (Eventbrite/TicketTailor?) where the reader can find more information and book their place.