



## **NJAWBO MEMBER-ASSOCIATED EVENT CALENDAR SUBMISSION AND APPROVAL GUIDELINES**

### **EVENT APPROVAL GUIDELINES**

1. Limit of one event per month per member
2. Presenter must be the NJAWBO member
3. The event should have a business focus, with a business topic that will provide value to business owners and entrepreneurs.
4. Event date must not occur on the same date and time as a NJAWBO event (BEFORE submitting your event, please check the NJAWBO event calendar at <https://members.njawbo.org/events>.)
5. Event will appear in the calendar approximately 2 weeks prior to the event date.

### **EVENT SUBMISSION GUIDELINES**

1. Members must sign in to their NJAWBO member account via the NJAWBO website to submit an event.
2. Event should be submitted three weeks prior to the event date.
3. The title of your event is limited to about 50 characters, including spaces.
4. At the end of your event title add ", **hosted by**" followed by your name in upper and lower case, e.g., "Your Event Name, hosted by Joan Smith"
5. Include a brief event description, 1–3 sentences
6. Add the full registration link/URL at the end of your description. NJAWBO IS NOT responsible for your registration process, but will provide this registration link to your registration page in your member event listing.
7. Email a jpg file of your event flyer (if you have one) to [njawbo@njawbo.org](mailto:njawbo@njawbo.org), and please include your event title and date

Your event will be included in a weekly email to the NJAWBO database (2300+ recipients), beginning approximately two weeks prior to your event date.