



## Guide to Calendar Listings

Calendar listings in your local media outlets are a helpful way to share information about your Living Well with Chronic Conditions and Tomando Control de su Salud workshops.

Every media outlet has a different process for submitting information to its calendar. Scan the website first to see if it lists “Events.” Next, click on “Contact Us.” Often, the e-mail address for submitting will be listed here. If you don’t find anything, send an e-mail to the general e-mail address with “Calendar/Event Listing” in the subject line. You can also look in the newspaper and see if there is information on how to submit a calendar listing.

Most outlets have guidelines for submitting calendar listings. Make sure to familiarize yourself with them before you submit to make sure your information will get posted.

Common information includes:

- |                                |                                       |
|--------------------------------|---------------------------------------|
| 1. Event title                 | 6. Phone number                       |
| 2. Date, day and time of event | 7. Website                            |
| 3. Location                    | 8. Cost (if any)                      |
| 4. Address                     | 9. How can people register            |
| 5. City and ZIP code           | 10. Brief description about the event |

### Example:

Living Well with Chronic Conditions Workshop

Event Date: Weekly, April 4 – May 9, noon to 2:30 p.m.  
 Location: Cherry Blossom Senior Center  
 10615 SE Cherry Blossom Dr.  
 Portland, OR 97216  
 Cost: Free

Put life back in your life by participating in a Living Well workshop. If you or someone you care for has a chronic condition such as diabetes, arthritis, HIV/AIDS, high blood pressure, depression, heart disease, chronic pain, anxiety, multiple sclerosis or fibromyalgia, these workshops can help you take charge of your life.

You’ll get the support you need, find practical ways to deal with pain and fatigue, discover better nutrition and exercise choices, understand new treatment choices and learn better ways to talk with your doctor and family about your health.

To register, visit [<http://healthoregon.org/livingwell>]