

## Calendar Posting Guidelines

**What to post:** Events organizing for health care for everyone or events in solidarity of those working for health care justice where we can stand for health care for everyone.

**NOTE:** We would love for universal health care activists to go to other rallies and events and carry signs for Health Care for all! However, we're not posting non-health care-related events on this calendar UNLESS you are specifically organizing a large presence/booth etc. at the event. (For example: If you want a whole bunch of your regional activists to meet and march for health care as part of the march for climate, and you have a specific time/place to meet and action to take THEN it's fine to post on this calendar.)

**How to post:** You need to be invited to the shared public calendar Public Events-ColoradoCareYESdetails. Then go into your google calendar. On the left, under my calendars, you should see the Public Events calendar. (To avoid confusion, you can click on "Display only this calendar." To create an event, make sure you're in the Public Events calendar, click on the day and time to create an event. Then click on "Edit Event" so you can fill in the details.

**Formatting/Info for Posts:** Put the city first in the event title. Make sure to include all info including time/date and full address with zip code (helpful for GPS users). Also, if there's an RSVP or contact for the event put that too. Include any other useful specific instructions but be brief. Here's an example. You don't have to repeat the time and address in the details unless it's good to include more info.

(Event Title) Denver: Rally for Health Care Justice

(Location) 7777 East 7<sup>th</sup> St., Denver, CO 80218.

Details: Join the Pilgrims for Progress for a rally to protect our health care at 6 p.m. Feb. 2 at 7777 East 7<sup>th</sup> St., Denver, CO 80218. Bring signs in support of Health Care for everyone, which you can print out from [www.couniversalhealth.org/volunteer-resources](http://www.couniversalhealth.org/volunteer-resources). Parking in the back of the barn is on a first-come-first-served basis. To RSVP, contact Lancelot Forjustice at LForj@yahoo.com