

**Checklist for Posting to SEAPAX Newsletter and Social Media Platforms**

The purpose of this form is to help you gather the details SEAPAX needs to promote your event, webinar, activity or other announcement on its social media platforms.

**RPCVs/PCVs are encouraged to join and post directly to the SEAPAX Facebook** [**RPCV/PCV Community Group**](https://www.facebook.com/groups/SEAPAX). Other friends of SEAPAX, please forward your completed form to info@seapax.org, and we will take it from there.

1. **Your Names**
2. **Email**
3. **Title of Announcement**
4. **Description**
5. ***Is this an Event?***
* **YES [Complete numbers 6-8]**
* **NO [Skip to number 12]**
1. **Date**
2. **Start Time**
3. **End Time**
4. ***Will the Event take place in person?***
* **YES [Complete number 10]**
* **NO [Skip to number 11]**
1. **Address**
2. **Link for virtual meeting**
3. **Link to register or obtain additional details**
4. **Website of sponsoring organization**
5. **Email of contact for additional questions if different than submitter**