Department of Veterans Affairs (VA) is committed to helping Veterans, their families, caregivers and survivors be aware of all viable resources to them. We invite you to share events committed to doing the same at least 10 days in advance of the event. Only events that are free to attend will be considered. Complete requests can be sent to: **VAVEOCommunications@va.gov** with the subject line Outreach Event.

If your organization has not previously registered with the National Resource Directory (NRD), please register with NRD ([**NRD.gov**](https://nrd.gov/misc/submitResource)) before submitting your event.

Submission of event does not guarantee inclusion. All approved events will be listed on[**https://www.va.gov/outreach-and-events/events/**](https://www.va.gov/outreach-and-events/events/)

Please use the checklist below to ensure all required information is provided.

**Background Information**

**Name of Submitting Organization:** Click or tap here to enter text.

**Do you have an MOU with VA?:** YES[ ]  NO[ ]

**Are you listed on NRD.gov?:** YES[ ]  NO[ ]

**Are already working with VA?:** YES[ ]  NO[ ]

**If YES: Who is your VA POC?:** Click or tap here to enter POC first and last name

Click or tap here to enter POC email address

**Event Information**

**Event Title:** Click or tap here to enter text.

**Event Start Date:** Click or tap to enter a date.

**Event Start Time:** Click or tap here to enter text, including time zone

**Event End Date:** Click or tap to enter a date.

**Event End Time:** Click or tap here to enter text, including time zone

|  |  |
| --- | --- |
| **Insert an Image (Optional)**\*Image will be cropped to a 7:2 aspect ratio and may affect the end result.\* Pixels should be 1050 by 300 |  |

\*Images must be [508 compliant](https://accessibility.digital.gov/visual-design/graphics-and-images/) for consideration for publication to the va.gov website.

[ ]  **I confirm this image is 508 compliant**

**Event Description:**

**Meta Tags**: Click or tap here to enter text.

(\*Add a description to be used in calendar teasers, search results, and social media shares.)

**Event Registration Required:**

[ ]  **YES – Registration is required**

[ ]  **No – Registration is not required**

**IF Event Registration is required:**

1. Click to insert link to registration page/information
2. **URL Link Label:** Click to choose an item.
3. **Add additional information in text box below:**

**Location Information:**

* **Select from the dropdown menu:** Choose a location type
* **VA Facility Location (if being held at a VA facility):**

Type the name of the facility here (ex: Minneapolis VAMC)

* **URL of an online event (must be an external URL):**

Insert external URL for online events here

* **Human-readable label for event location**
	+ Addresses are great for mapping but real names are usually easier for people to understand.
	+ Example: “Larkspur Community Center” or “Kittery Public Library, 3rd Floor Meeting Room”

Type human-readable label or common name for location here

* **Address (physical address of event)**

|  |  |  |
| --- | --- | --- |
|  |  |  |
|  | *Street Address* | *Building/Room #* |

|  |  |  |  |
| --- | --- | --- | --- |
|  |  |  |  |
|  | *City* | *State* | *ZIP Code* |

**Point of Contact (POC) for this submission (who can we contact if we have questions?)**

|  |  |
| --- | --- |
| **Name (Last, First):** |  |
| **Email Address:** |  |
| **Telephone Number:** |  |

**Additional instructions on how to complete the checklist**

1. **Event Title**:
	1. Add an event name using sentence case capitalization
	2. Guidance can be found [HERE](https://design.va.gov/content-style-guide/capitalization)
2. **Event Start Date**:
	1. Enter the date the event is scheduled to start
3. **Event Start Time**:
	1. Enter the time the event will start (be sure to indicate AM or PM)
		1. Include time zone (EST, CST, GMT, PST…)
4. **Event End Date**:
	1. Enter the date the event is scheduled to end
5. **Event End Time**:
	1. Enter the time the event will end (be sure to indicate AM or PM)
		1. Include time zone (EST, CST, GMT, PST…)
6. **Image**:
	1. Upload an image to be used with the announcement
	2. Final images will be cropped to a 7:2 aspect ratio. If you submit a photo that is not already in that ratio, it could affect the final image (parts of the image may not fit within the required size)
	3. Image pixels should be 1050 by 300
	4. Images should be 508 compliant for consideration for publication to the va.gov website.
		1. 508 compliance guidance can be found [HERE](https://accessibility.digital.gov/visual-design/graphics-and-images/)
	5. Verify your image is 508 compliant by marking the checkbox with an “X”
7. **Full Event Description**:
	1. ENTER INFO
8. **Meta Tags**:
	1. Add a description to be used in calendar teasers, search results and social media shares
	2. Find more information about meta tags [HERE](file:///%5C%5Cv23.med.va.gov%5Cv23%5CMIN%5CUsers%5CVHAMINOrzecJ%5CDesktop%202%5CComms%5CComms%20Council%5Cb.%09https%3A%5Cdesign.va.gov%5Ccontent-style-guide%5Cseo#meta-properties)
9. **Registration Required**: Yes or No
	1. If Yes: add the link to where people can register and label the type of registration: (register, apply, RSVP…)
	2. For any additional registration information you want to include, please add to the text box.
10. **Location Information**:
	1. Facility type, to include VA facility name
	2. Human Readable Label: how you might describe the location to a friend
		1. Building name/specific room numbers?
	3. Address: the physical address where the event will be located, so anyone interested in attending can plug it into a map app for directions