

# AAPI Event Promotion Checklist

Event Description & Details

Who?  
By?

(to be filled out by organizers)

Date & Time(zone)

Zoom/WebEx Link

Event Title

Event Description

Speaker Bio(s)

Speaker headshot

Speaker Twitter, Instagram, etc. accounts:

Global Speaker Requests submitted

Create Event Header Image

Who?  
By?

Fill out global promotion form

Who?  
By?

Create event on [democratsabroad.org](https://democratsabroad.org)

Who?  
By?

Create event on Facebook

Who?  
By?

Promotional Content for Instagram

Who?  
By?

Photo/Video for Post & Story-format

Send links to all posts to Global Comms

Who?  
By?

Caucus Liaison Aaron Fishbone

Submit to include in next AAPI caucus newsletter

Who?  
By?

Add to global caucus calendar

Who?  
By?

Thank You Email To Speaker

Who?  
By?