

Hosting an Event:

1. Inform the DACN Chair, Comms Director, Caucus Liaison, and/or another Board member of your intent to host an event. If you are serving on the DACN Board and also looking to host an event, please confirm event requests and content with the Chair. Please include the dates and times, to ensure there is not a scheduling conflict.
2. Fill out an Events Form. (See page 3)
 - Work in coordination to have the Events Form approved by the DACN Chair, Comms Director, Caucus Liaison, and/or another Board member.
 - Note that some edits may occur, and it is hoped that an environment of mutual respect is observed during this process.
3. Fill out a Design Form. (See page 4)
 - Any and all flyers or content related to the event must be pre-approved by a DACN Board member, preferably the Chair, or Comms Director.
 - We are happy to create flyers, as well as to incorporate DA logos on materials!
 - Please be sure to give advanced notice of requests, so adequate time can go into producing an event flyer that is not only visually pleasing to draw in participants, but is also accurate.
 - At this time, DACN primarily uses Canva for visuals.
4. All on-site event locations must be pre-approved by the local vendor, ideally before an event form is submitted.
5. The DACN Zoom account is available for online events. Please make a request well in advance, ideally when an event form is submitted.
6. Any financial requests must be pre-approved by the Treasurer, Chair and/or DACN Board, ideally when an event form is submitted. Financial requests may not be approved for non-GOTV and voter registration events and will be considered on a case-by-case basis.
7. After approval, events will be posted!
 - DACN first posts events on the website, prior to distributing on social media. www.democratsabroad.org/cn_events is where all DACN events (or cross-posted) DA events can be found.

Event Guide:

10+ minutes prior to an event, organizers should arrive for set up (online or offline).

At the beginning of an event, organizer should give a quick introduction of [DA China](#).

During the event, attempt to take photos.

- At some point, try to take a group picture with everyone in attendance.
- Showcase DA materials (poster, signs, swag) in the photo if possible!
- Submit all photos within 2 days of the event. E-mails are preferred. Submit photos to info-china@democratsabroad.org. If a problem submitting photos is experienced, contact the Chair, or other Board member.
- Best practices: take more than one photo to ensure that all participants are included and the image is clear. Take both vertical and horizontal photos. *Selfie sticks work well for groups!*
- If your meeting is online, make an announcement to all call participants prior to taking a screenshot. Be sure to take more than one, in the case someone has closed their eyes, as well as to ensure all participants are conducting themselves professionally.

If an online event is recorded, please state aloud when you will start and stop the recording. This ensures the initial setup/breakdown of an online event is not recorded. Please send all recorded meeting files to info-china@democratsabroad.org. The recording will be posted by the Board.

At the end of the event, thank everyone for coming. Remind participants to follow us on the web, via social media, and to work within our Google Groups. Calls to donate to DACN should be made at this time.

Send photos and event summary write up (roughly one paragraph) to info-china@democratsabroad.org. Try to submit the summary within two days of an event, so the details are fresh in your mind.

All event participants must conduct themselves in a manner consistent with the rules set forth by DA and DACN. If a problem occurs, immediately inform the Chair or another Board member. It is the goal of DACN that all events contribute to furthering the missions of DA, whilst providing a safe space for all participants.