Graphical user interface, website

Description automatically generated

**NIPD Participation Schedule**

**For more information contact:**

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| **Planning Activities** | **Target Dates to Begin** | **Tools to Assist** |
| Notify Institutions, Business, Organization, Partners about your desire to take part in NIPD | Now | [NIPD Flier](about:blank) (also [editable flier](about:blank) with room for your logo)  [NIPD Poster](about:blank)  NIPD Information Sheet  [NIPD Video](about:blank) |
| Invite area businesses, organizations, institutions, and landmarks to shine a green light | Now | [Invitation Letter](about:blank)  [Flier](about:blank)  [NIPD Video](about:blank) |
| Apply for Proclamations | Now | [NIPD Proclamation Application Information](about:blank) |
| Make Plans to develop internal and/or community events on and around NIPD | Now | Work with your Coalition Partners, business and organizational colleagues and NIPD Partners to plan your events |
| Post information about NIPD plans on the NIPD web page | Now | [Submitting is as easy as 1,2,3](about:blank)  [Submission form](about:blank) |
| Attend Twitter Chat Information Meeting/Training | September 15  10:00 AM CST | <https://columbiacuimc.zoom.us/j/94110094284?pwd=QzdXejVKK2NjMUUwMk5hNVYrVklCUT09> |
| Tweet/Instagram Messages about NIPD Activities | October 1 | [Twitter Chat Info for Participants](about:blank) (available soon)  [Twitter Chat Promotional Materials](about:blank) (available soon) |
| Provide Media Coverage about Activities to come | October 18 | National Release and Release available to adapt for local distribution to be provided in [NIPD Toolkit](about:blank) on NIPD webpage or your site can develop its own |
| Oversee NIPD Activities and take part | Week of November 18 | Work with your Coalition Partners, business and organizational colleagues and NIPD Partners to carry out your events |
| Provide media information for coverage about events that took place | November 18 and 19 | National Release and Release available to adapt for local distribution to be provided in [NIPD Toolkit](about:blank) on NIPD webpage or your site can develop its own |
| Complete Evaluation form for NIPD activities and submit final report | November 19  Submit by November 22 | Instructions will be emailed to event submitters |
| Upload photos to the NIPD website page & e-mail to estelljohnson@sbcglobal.com | November 18 | Instructions will be emailed to event submitters |