

**NIPD Participation Schedule**

**For more information contact:**

**E. Lenita Johnson 816-651-7777**

**estelljohnson@sbcglobal.net**

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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 (also editable flier with room for your logo)NIPD PosterNIPD Information SheetNIPD Video |
| Invite area businesses, organizations, institutions, and landmarks to shine a green light | Now | Invitation LetterFlierNIPD Video |
| Apply for Proclamations | Now | NIPD Proclamation Application Information |
| 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 1,2,3Submission form |
| Attend Twitter Chat Information Meeting/Training | September 1510:00 AM CST |  <https://columbiacuimc.zoom.us/j/94110094284?pwd=QzdXejVKK2NjMUUwMk5hNVYrVklCUT09> |
| Tweet/Instagram Messages about NIPD Activities | October 1 | Twitter Chat Info for Participants (available soon)Twitter Chat Promotional Materials (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 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 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  |