

Guidelines for Publicizing MCGT Chapter Events

1. Post event on MCGT Google calendar **as soon as event is set**. If need access or help with using MCGT Google calendar, email info@mcgt.net
2. If have chapter website, post event and date **as soon as event is set**.
3. If have enough lead time, can have announcement included in MCGT newsletter *Outlook*. Contact Betty Johnson betty.johnson@mcgt.net for deadlines.
4. Write up announcement of chapter event and, if desired, create a flyer for the event **at least two weeks prior**. Add full announcement to MCGT Google & chapter website.
5. Post announcement to your own chapter yahoo group (**first one at least two weeks prior to event, then one week, and finally a day or two before event**)
6. Post on MCGT yahoo group MCGTdotnet@yahoo.com (**same schedule as above**)
7. Post on chapters@mcgt.net at least **two weeks** before event. Ask chapters to post to their group.
8. Post to email lists you have gathered from past meeting attendees at least **two weeks before event**.
9. Locate a contact through the school district (preferable at the district level) and ask if they would be willing to publicize events. **Allow sufficient lead time, at least 2 weeks:**
 - a) Ask if willing to post announcement on district website. If have GT web page, best to have posted there
 - b) Ask if they would distribute flyers to each school (GT coordinator if available, otherwise principal) and ask that flyer be posted in front hallway of school or office
 - c) Some districts may be willing to distribute flyers to identified GT students. Ask!
10. If desired, invite GT coordinators, GT administrator, & board members **two weeks prior**.
11. Can have announcement placed in local regional/town newspapers. Allow **at least two weeks notice**.
12. Can place announcement in Star Tribune. Meeting notices run on a space-available basis. Submit information in writing to:

Star Tribune
425 Portland Avenue
Minneapolis, MN 55488
FAX: 612-673-4359
E-mail: culturecal@startribune.com
Deadlines:
* **5 p.m. Friday, one week prior to the event for Friday Calendar**
* **5 p.m. Friday, 10 days prior to the event for the Sunday calendar**
13. Can place announcement in Pioneer Press. Email meeting announcement to the appropriate education reporter **at least two week prior to event:**
 - i) South Metro - Maricella Miranda 651-228-5421
mmiranda@pioneerpress.com
 - ii) Washington County – Megan Boldt 651-228-5495
mboldt@pioneerpress.com
 - iii) St. Paul – Doug Beldon 651-228-5136 dbeldon@pioneerpress.com
 - iv) If outside the above areas, call General Information Line - 651-222-1111
14. If you would like the paper to write an article about your chapter, an event, or gifted education in your district:
 - a) For the Star Tribune, call 612-673-4414
 - b) For the Pioneer Press, contact the appropriate person above
 - c) Contact local regional/town papers