10 DAYS OF CONNECTION

FACEBOOK

Creating a Facebook Event

Facebook events are ideal if you are hosting a private experience within your social network or hosting a large event (unlimited capacity) that you want to generate massive publicity and visibility for.

1. Click Events in the left menu of your News Feed.

2. Click Create in the top right.

3. Click to choose between a private or public event. If you're creating a public event, you can set the event's host as yourself or a page you manage. If you create a private event, you'll be able to control/limit the attendees by invitation.

4. Fill in the event name, details, location, and time.

5. Click Create.

6. Tap Done!

You'll be taken to your event page where you can share information, upload photos, invite more guests, and edit event details leading up to the day of your event!

EVENTBRITE

Creating an Eventbrite Event

Eventbrites are ideal if you are hosting a connection experience that needs to be ticketed - either free or paid - due to venue/event capacity limits. Events can be either public or private.

1. To get started, sign up, or log in to your Eventbrite account. Then select "Create Event."
2. Event Details
   - Add a title, and set the date and time.
   - Set the venue location.
   - Add an event image (use 10 Days of Connection graphics).
   - Share details and other important information.
3. Create Tickets
   - Create free or paid tickets.
   - If applicable, set the price for paid tickets.
   - Set the total capacity for the venue.
4. Additional Details
   - Mark your page as public or private.
   - The local newsletter The New Tropic will be covering the 10 Days of Connection. Give guests an opportunity to stay up to date with 10 Days happenings and local news by adding the following language to your sign-up:
     "Your ticket comes with a free subscription to The New Tropic, the essential newsletter for Miamians who want to make the most of their city. They'll be keeping readers up-to-date on connection experiences throughout the 10 Days of Connection."
     *Under options available include: "No, thanks. I would not like a free subscription to The New Tropic."
5. Publish and "Make Event Live!"