**Event name**

Event name must be written in “title style” with initial caps.

* Ex: Money Management
* Ex: Landscaping for Water Quality
* Ex: Parenting on Your Own

If the title contains an acronym, make sure the acronym is in all caps.

* Ex: Diabetes PATH

In the program descriptions, spell out the acronym the first time.

* Ex: Diabetes Personal Action Toward Health (PATH)

**Date**

Use AP style for months.

Jan.

Feb.

March

April

May

June

July

Aug.

Sept.

Oct.

Nov.

Dec.

**Time**

Times should appear with a.m., p.m. or noon according to the AP stylebook with an en dash between the times.

* Ex: 9:30 a.m. – 3 p.m.
* Ex: 9 a.m. – noon
* Ex: 6 – 9 p.m.

**Location**

Use the complete postal address. Location may also contain the building name. Directions, geographic markers, etc., should not appear in the location line, but may appear in the body of the description.

* Ex: Indian River Public Library, 3546 S Straits Hwy, Indian River, MI 49749
* Ex: Eaton County MSU Extension, 551 Courthouse Dr, Suite 1, Charlotte, MI 48813
* Ex: Kettunen Center, 14901 4-H Drive, Tustin, MI 49688
* Abbreviate these words: Ave., Blvd. and St., and compass points to indicate directional ends of a street: N.S.E.W. Do not abbreviate these words: Drive, Alley, Road, Terrace, etc.

**Contact**

Always list name, email, phone number if available. A description of the contact person’s role can be used when appropriate. Separate multiple people with a semicolon.

* Ex: Tom Dudek, [dudek@anr.msu.edu](mailto:dudek@anr.msu.edu), 616-994-4542
* Ex: Rebecca L. Krans, [kransr@anr.msu.edu](mailto:kransr@anr.msu.edu), 906-875-0606; Kristine Hahn, [hahnk@anr.msu.edu](mailto:hahnk@anr.msu.edu), 248-802-4590

**Summary**

Summary should be a short description of the event. Remember to put a period at end of summary. It should not include date or location info. Summary should follow AP style.

**Content**

Content should follow AP style and links should follow accessibility rules.