

Tips for Getting the Word Out

When publicizing your **National Prevention Week** event, it's vital to maximize the event's visibility by promoting it to your intended audience effectively. While traditional methods such as media outreach and advertising are popular promotional strategies, you can also spread the word inexpensively by focusing on promotion through local resources described below.

Always remember to keep your intended audience in mind. If wide-reaching exposure is your goal, consider a large campaign to spread the word. If you want to focus on reaching a specific population such as youth or community leaders, narrow your outreach efforts to local businesses and community centers and schools, and locations that are popular with these specific groups.

Publicize Your Event Locally

Hosting a **National Prevention Week** event can rally your community around substance abuse prevention and mental health. By spreading the word locally, you will ensure that your community members are aware of your group's or organization's prevention efforts. Below are some free and low-cost ways to publicize your event within the community and the surrounding area.

Items to Have On-hand

If you team up with local businesses, chambers of commerce, organizations, or community members to publicize your event, be sure to provide them with an ample amount of **fliers**, **information** to post on their website or e-newsletter, and a **contact number** for someone they can turn to if they need additional information about your event.

Local Businesses

In many communities, there are coffee shops, restaurants, salons, grocery stores, bookstores, libraries, the commissary, pharmacies, and other popular places where community members spend time and share information. Brainstorm to identify popular and trusted local businesses in your community, then approach them about helping to promote your event. Can you post fliers in their window or on their announcement board? Can you leave a stack of cards at the check-out counter announcing the event? Do they have a way to reach their customers online—a website, Facebook page, an Instagram account, or e-mail distribution list—and would they be willing to share information about your event there?

Non-profit Organizations and Associations

Consider connecting with community organizations such as the Rotary Club, Lions Club, Parent-Teacher Association (PTA), Knights of Columbus, or Veterans of Foreign Wars (VFW) to increase your event's visibility. These organizations often have a strong local presence and large membership rosters, providing a powerful voice in the community. Provide volunteers and organizations with a simple card or flier that highlights the information you'd like to share, in addition to a website or phone number that anyone can turn to for more information.

Community Centers and Schools

Is your event geared toward youth? Families? Intergenerational groups? Senior citizens? Community centers and schools can provide ways to spread the word about your event to specific audiences. Make sure to contact the director of the community center or the principal of the school to get approval on publicizing your event within the center or school, and to find out if there are regulations on what materials you can post and where. You may also want to ask if there is an upcoming assembly or gathering where you can make an announcement about your **National Prevention Week** event.

Places of Worship

Faith-based organizations and places of worship can offer another way to promote your event. You may be able to share fliers or include information about your event in a weekly bulletin or in a congregation's e-newsletter or website. You also may want to reach out specifically to youth groups within the organization. However, be sure to first talk to leadership within the organization or place of worship to ensure that you are following any guidelines and policies they have in place.

Community Event Calendars

Print and online community events calendars are a great resource for free event promotion. Contact your local newspaper to see if they have a community events calendar. As **National Prevention Week** approaches, request that your event be included in the listings. Be sure to research the deadlines to submit information in advance of your event, and ask about online listings as well. Since you are often given a limited space to describe your event, list the most important details (what, where, when, and why) and provide readers with a website or phone number that they can turn to for more information.

Word-of-Mouth

Never doubt the power of “word-of-mouth” in gaining your community’s attention! Encourage staff and volunteers to disseminate information about the event with their friends and other organizations or groups with which they are affiliated. Provide them with talking points that highlight the key messages and information to share.

Ways to Get Started

Follow the steps below to start publicizing your **National Prevention Week** event locally!

Local Resource	Action Steps
Businesses	<ul style="list-style-type: none"> ✓ Identify popular and trusted local businesses in your community. ✓ Ask to post fliers in their window or on their announcement board and/or leave a stack of fliers announcing your event. ✓ Determine if they are willing to promote your event through their website or social media accounts.
Non-profit Organizations and Associations	<ul style="list-style-type: none"> ✓ Identify influential non-profit organizations/associations in your community. ✓ Ask them to share a locally developed flier with highlights about your upcoming event with their members or constituencies. ✓ Determine if they are willing to promote your event through their website, social media accounts, and/or listserv.
Community Centers and Schools	<ul style="list-style-type: none"> ✓ Contact the center director or school principal to get approval for publicizing your event on the premises. ✓ Ask if there is an upcoming assembly or gathering where you can make an announcement about your event.
Places of Worship	<ul style="list-style-type: none"> ✓ Ask to share fliers or include information about your event in a weekly bulletin or in a congregation’s e-newsletter or website. ✓ Identify and engage any youth groups affiliated with the place of worship.
Community Event Calendars	<ul style="list-style-type: none"> ✓ Contact your local newspaper to see if they have a community events calendar (print or online). ✓ Request that your event be included in the listings as your event approaches.
Word-of-Mouth	<ul style="list-style-type: none"> ✓ Develop simple talking points about your upcoming event (e.g., event name, date, location) to share with volunteers. ✓ Ask volunteers to e-mail or tell friends, other groups with which they are affiliated, and community members about your event.