



It's Your Time!

May 13–19, 2012

womenshealth.gov/whw

Activity Registration and Event Planning Overview

Good planning and promotion are the keys to a successful event. We've made it easy for you to host a great National Women's Health Week event by outlining the registration process and creating guides, templates, and graphics that are ready for you to use! Check out the Activity Planning Resources section of the National Women's Health Week website to learn more – womenshealth.gov/whw/activity-planning.

Register Your Event

- 1. Register Your Organization** – Enter information about your organization, assign a contact person, and choose a login password. (go.usa.gov/RUu)
- 2. Register Your Event** – Register your local, national, or online event in just a few minutes. Tell us the 'who, what, where, when, and why' and we'll share it with a national audience. (go.usa.gov/RUJ)
- 3. Stay Up-to-Date** – Join our e-mail list to be the first to know about National Women's Health Week news. (womenshealth.gov/whw)

Event Planning Guides and Templates

- Use our **Event Ideas** list to get started. (go.usa.gov/RUh)
- Next, use our **Event Planning Checklist** to sort out all the details before, during, and after your event. (go.usa.gov/RPg)

- Want your town, city, or state to make an official proclamation to celebrate National Women's Health Week? Use our **Guide to Issuing and Using a Proclamation**. (go.usa.gov/RPq)
- Reaching out to the media is easy with our **How-to Media Outreach Guide**. (go.usa.gov/RPi)
- Events often work best when groups work together! To enhance your event, learn how to partner with other organizations using our **Tips for Building Partnerships** fact sheet. (go.usa.gov/RP3)
- Plus, many more items are available! Check out our **Event Planning Guides and Templates** (go.usa.gov/RPO) section for the complete list of resources to make your event great.

Web and Print Graphics

Grab these Web-friendly **buttons and banners, logos, posters, and print advertisements** (go.usa.gov/RPc) and go! They're great for websites, blogs, newsletters, and around your community.

Radio and Print Materials

- Hand out our **National Women's Health Week and National Women's Checkup Day fact sheets** (go.usa.gov/RPx) at your event. They're great for educating your community about these important



U.S. Department of Health and Human Services
Office on Women's Health

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celebrations. They are available in English and Spanish.

- Help promote National Women's Health Week across the airwaves with these **radio advertisement scripts** (go.usa.gov/RPx).
- Do you have a newsletter? Or maybe the audience you want to reach has a newsletter? We have just the thing for you: **sample text for your newsletter** (go.usa.gov/RPx) to promote National Women's Health Week!

Need more help?

For help with event planning, media outreach, and partnerships contact our National Women's Health Week activity outreach coordinators, Maggie Naples, at 202-842-3600 or at MNaples@hagerssharp.com or Jill Wasserman at 202-260-9275 or at Jill.Wasserman1@hhs.gov.

For help with the National Women's Health Week website, including problems registering your organization or event, please contact womenshealth.gov at 800-994-9662 or use our online contact form to send us a message – womenshealth.gov/contact-us.



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