



# FACEBOOK EVENTS ON WYOMING TOURISM'S PAGE

The Wyoming Office of Tourism is excited to add your approved Facebook Events to our Facebook Page ([Wyoming Office of Tourism](#)).

To request to have an event added to our Facebook page, please follow these steps:

1. Create an event on your Facebook page
2. Invite Wyoming Office of Tourism to co-host the event

If the event meets our guidelines, we will accept as a co-host and your event will appear on our Facebook page as part of our wall and as part of our events tab.

The screenshot shows the Wyoming Office of Tourism's Facebook page. The left sidebar includes links for Home, About, Events, Photos, Videos, Instagram, Twitter, and YouTube. The main content area features a large event card for "The People's House WYOMING STATE CAPITOL OPEN HOUSE and CELEBRATION" on JULY 10, 2019, with details about ribbon cutting, live music, and tours. Below this, two more events are listed: "Wyoming State Capitol Open House and Cele..." on Jul 10 and "Women's Mountain Yoga Retreat" on Jul 7. A "Boost Event" button is visible next to each event. A "See All" link is at the bottom of the events list.

The screenshot shows the Wyoming Office of Tourism's Facebook page with the "Events" tab selected in the sidebar. The left sidebar includes links for Home, About, Events, Photos, Videos, Instagram, Twitter, YouTube, Posts, Community, Offers, and Fundraisers. The main content area features a "Create Event" button and a "Upcoming Events" section. The "Upcoming Events" section lists the "Women's Mountain Yoga Retreat" on Jul 7 and the "Wyoming State Capitol Open House and Cele..." on Jul 10. Each event card includes the date, location, number of guests, and a "Boost Event" button. A "Watch Video" button is also visible.



## FACEBOOK EVENT GUIDELINES

To keep the Wyoming Office of Tourism page up-to-date and functional for followers, we have a few guidelines to observe when requesting the event be displayed on our page:

1. Events need to have a tourism focus.
2. Events need to be free and open to the public. (Note: We will consider promoting pay-to-participate women's or women's suffrage events throughout 2019 and 2020.)
3. Events must have a physical address within Wyoming state borders.
4. By posting content and photos on your event, you are confirming that all assets, both written and visual, are your property and that you have the rights to all information on the event.
5. By inviting WOT's Facebook page to co-host an event, you are allowing WOT to use the information/photos for marketing purposes beyond Facebook.

Approval/rejection of all events is at the sole discretion of the Wyoming Office of Tourism, which reserves the right to refuse adding any events. Please choose events that most impact the community to share with us. We will promote events that are at most eight weeks away.