

CREATING A FACEBOOK EVENT FOR
AN IN-PERSON GATHERING

VIRTUAL

gala

20/20 VISION

PATTY BRISBEN FOUNDATION
for WOMEN'S SEXUAL HEALTH

HOW TO CREATE A FACEBOOK EVENT FOR AN IN-PERSON HOST:

1. Create the event on Facebook by clicking the "+" sign on the right-hand side of your Facebook page. In the dropdown, there will be an option to "Create Event."
2. For an in-person event, click "In Person Event."
3. You can set up your event as Public or Private but keep in mind that it cannot be changed once created.
4. Fill out the event details (time, date, etc.) and upload a Cover Photo—a Gala event cover photo can be found here: <http://pattybrisbenfoundation.org/pbf-20-20-vision-host-information/>
5. Invite your guests!