

## Style Guidelines – Community Happenings

Appropriate events include those consistent with the DHRPC mission: To assist in the coordination of high quality, culturally proficient delivery of HIV/AIDS services in the Denver Transitional Grant Area (TGA). Listings should include the following information:

- Heading
  - 50 characters max including spaces
  - Same as listing on Calendar page
- Event date
  - Month and date only
  - Don't include day of week or year
- Event description
  - 300 characters including spaces is recommended maximum
  - absolute max is 600 if absolutely necessary
- Deadlines (if any – e.g., registration, rsvp)
  - Sponsoring organization
  - Why/who should attend
  - If applicable
  - Identify specific intended audience when provided
- How to get more information about the listing (link to external site, PDF, and/or list contact info)