

## Winter Programming

### Planning for Winter Weather:

- For all winter events, include instructions for where participants can find out if the event will be held or cancelled in the event's long description and confirmation message
  - Number to call (please ensure that the number provided will be checked)
  - Where to look online
- Consider adding registration questions to help in situations where you need to cancel.
  - Ask for cell phone number
  - Ask if their phones allow text messages
    - Ways to communicate if the event is cancelled last minute
- If winter weather could affect your event, here are sample phrases to include in your long description
  - "In case of poor weather, you will be contacted by (email or phone) of cancelation. If you are unsure of the weather conditions, please call XXXXXXXXXX for up-to-date weather information."
  - "Due to poor weather conditions, XXXX event is canceled on XXXXXX at XXXX time. Please check the calendar for similar events in the future."

### Weather Related Cancellations:

- Communicate with ANR Event Services
  - Either by email at [events@anr.msu.edu](mailto:events@anr.msu.edu) or by phone at (517) 884-7089.
- Alert local radio and TV stations
- Update county office voicemails and utilize social media outlets
- Contact facility to post cancellation notice
- Contact participants via phone, email and/or text messaging

### Upcoming ANR Event Management System Trainings:

- Online Trainings through Zoom
  - January 27<sup>th</sup> from 9 a.m. to noon
  - February 18<sup>th</sup> from 1 p.m. to 4 p.m.
  - March 29<sup>th</sup> from 9 a.m. to noon
- Register online for [Events Management System Online Trainings 2016](#)