CLAYTON COUNTY
PUBLIC SCHOOLS

The process for submitting post-event recaps is as follows: Post-event write-ups should be submitted to the Division of Communications via email at ccpscommunications@clayton.k12.ga.us. Following submission, requests will undergo a review, editing, and final approval process.

Once the process is complete and approved, all items will be shared on the district's social media platforms. For assistance with submitting recaps, please contact Mr. Ronald Jones-Shields, Coordinating Supervisor, ronald.jones-shields@clayton.k12.ga.us, and/or Ms. Bianca Durham, Administrative Assistant, directly at bianca.durham@clayton.k12.ga.us

Event Submission Guidelines for Writing an Event Recap Post for Social Media:

Provide Event Context:

- Briefly explain the purpose and significance of the event to set the stage for your recap and provide 20 or fewer photos in JPEG or PNG formats only.

Highlight Key Guests and Speakers:

- List notable guests, speakers, or participants who attended the event. Include their titles and any unique contributions.

Share Key Activities:

- Describe the key activities, presentations, or highlights of the event. Include engaging details.

Convey the Event's Message:

- Highlight the central message or theme of the event and how it was conveyed during the activities.

Recognize Organizers and Contributors:

- Acknowledge and express gratitude to individuals or organizations who played a significant role in organizing or supporting the event.

Use Visual Content:

- Include photos or videos (when necessary) from the event to make the post visually appealing and provide a glimpse of the atmosphere.

Encourage Engagement:

- Encourage your audience to share their thoughts, experiences, or reactions to the event in the comments or by using event-specific hashtags.

Keep It Concise:

- Ensure your recap is concise and to the point, providing the most essential information without overwhelming the reader.

Proofread and Edit:

- Review your post for grammar and spelling errors to maintain professionalism and readability.

Foster a Positive Tone:

- Maintain a positive and appreciative tone throughout the recap to create a sense of enthusiasm and gratitude.