

Questions:

- what is the current volume of DMs on instagram
- who is actually interacting with the IG right now
- + synergy between the RC ig and the WG igs (recurring messaging)
- booking calendar on site
- freeze date for calendar listing
- image and copy flow
- color codes for google calendar
- buffer / social use via platform vs direct logins

Where does info for weekly calendar come from?

- 4 signal groups
- instagram
- calendar
- initiating signal DMs

An alternative to this could be setting up a second form to send out to event hosts that prompts them for the event description, hyperlink, flyer etc

Using tally would allow folks to upload their assets & stuff without being logged into a google account

Types of events (for calendar color-coding+)

- public event, RC-promoted
- public event, not promoted (internal or niche without desire for randos)
- notaflof rental, promoted
- private rental

List may be incomplete.

What are the current existing workflows for programming bookings

- public: somebody submits a request via the google programming form
- casual/ad-hoc: non-committal/last-minute? people wanna use the space for something but won't be bummed if it gets booked, but doesn't end up on calendar/get promotion.

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Next Action Items

- [] ~~set up a tally form to sent out to accepted events to allow them to submit promotional assets~~
write up simple copy to send out to accepted events requesting the event description, url (if any) and flyer, asking them to email to
- [] add the booking calendar to the website

- [] appscript to push current/upcoming calendar into spreadsheet for cut/paste work on weekly sched

IG DM samples:

- Is tuesday coworking no longer happening, or whatever it's called haha
- Do you take donations, tons of shopping bags for food pantry
- I saw this movie at spectacle last night and I think you should show it, would you be interested in organizing a screening, perhaps anti-ice fundraiser?

