AI MADE EASY FOR EVENT HOSTS

Simple ways to use AI to brainstorm, write, refine, and promote your Suncoast Remake Learning Days event.

AI CAN HELP. YOU PROVIDE THE STRATEGY.
You don't need to be an expert. Give AI a clear goal and the details it needs.

BUILD A BETTER PROMPT

AUDIENCE	***EXPERIENCE***	***FORMAT***	***TONE***	***ACTION***
Who are you trying to reach?	*What do they need to know about your event?*	*What are you creating?*	*How should it sound?*	*What should people do next?*

SEE THE DIFFERENCE

Instead of:
Write a social media post about my event.

Try:
Write a warm, upbeat Instagram post inviting families with elementary-age children to a free hands-on gardening event where they'll plant a take-home pizza herb garden. Keep it under 100 words and end with a clear invitation to attend.

The more useful information you provide, the more useful the response can be.

DON'T STOP AT THE FIRST DRAFT

Keep the conversation going:

Make it shorter. | **Give me 3 options.** | **Make it warmer.** | **Use simpler language.** | **Give me a stronger opening.** | **Make this sound more like me.**

BEFORE YOU USE IT
□ *Check names, dates, times and event details.*
□ *Make sure it sounds like you.*
□ *Remove anything inaccurate or exaggerated.*
□ *Edit and personalize before sharing.*

AI is a starting point—not the final editor.

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READY-TO-USE AI PROMPTS

Copy a prompt, replace the [brackets] with your information, and make it your own.

1. BRAINSTORM MY EVENT

Help me brainstorm ways to make my **[EVENT IDEA]** more hands-on and engaging for **[AUDIENCE].** My goal is **[GOAL].** Give me five practical ideas families can actively participate in.

2. STRENGTHEN MY EVENT LISTING

Help me improve this event description for families. Make clear what families will do and what makes the experience special. Use specific, active language and keep it within **[CHARACTER LIMIT]** characters: **[PASTE DESCRIPTION]**

3. POLISH MY ELEVATOR PITCH

Help me turn these event details into a short, compelling invitation I could say in about 30 seconds. My audience is **[AUDIENCE]**, families will **[EXPERIENCE],** and I want them to **[ACTION].** Keep it warm, clear and conversational.

4. WRITE AN OUTREACH EMAIL

Draft a warm, concise email asking **[PERSON/ORGANIZATION]** to **[ATTEND/SHARE/HELP PROMOTE]** my free Suncoast Remake Learning Days event. Include **[IMPORTANT DETAILS]** and end with **[ACTION].**

5. WRITE A SOCIAL MEDIA POST

Write a **[PLATFORM]** post for **[AUDIENCE]** about my event, **[EVENT NAME]**. Families will **[EXPERIENCE]**. Use a **[TONE]** tone, include **[IMPORTANT DETAILS],** and end with **[ACTION].** Give me three options.

6. FIND SOCIAL MEDIA CONTENT IDEAS

My event is **[DESCRIBE EVENT].** Give me social media content ideas using these six lenses: Show the Experience, Show the People, Go Behind the Scenes, Teach Something, Create Curiosity, and Make the Invitation.

7. MAKE MY WRITING BETTER

Help me make this clearer, warmer and more concise without changing the meaning or making it sound overly promotional. Keep my voice and give me two options: **[PASTE TEXT]**