



**POLICY**

**NAME:** Tag Creation for Event Petitions

**EFFECTIVE**

**DATE:** October 17, 2023

**PURPOSE:**

To provide consistency in classifying events, a prescribed method of naming tags is being adopted. This will allow more precise measurement of the effectiveness of various activities performed throughout the state.

**PROCEDURE:**

A Tag should be created for any event that may generate a signed petition.

The Tag will consist of 5 “columns.” The columns are designed to separate the key elements of data needed to easily identify different types, locations, and dates of events to improve our perspective of our “HERE” so we can better plan our “PATH” to “THERE”. (See [explanation of there-here-path](#) at this link & Table, below).

Examples of Each Section and Needed Formats				
Type	Subtypes	State – 2 Letters	Date	Additional Details
EVENT	BLOCKWALK	FL	MM/DD/YY	
	FAIR			
	FESTIVAL			BIKE OCALA
	GUNSHOW			DADECITY
	MARKET			FARMERS ORLANDO
	MEETING			AMAC MIAMICHAPTER
	RALLY			LEGISLATIVE TALLAHASEE
	TABLESETUP			POST OFFICE_ORLANDO
	OTHER			

Since Tags are developed for a variety of reasons and areas, Tags that are used for **petition related events will be formatted in this way** to separate them from other types of Tags, i.e., Communications tags, Training events, etc.

To Create the Tag you will:

1. Provide the structure of your suggested tag for review before placing into the database. (This is a temporary request of beginners, until we are all on the same page.) Follow these steps as you structure your tag:
  - a. Type EVENT. This will always be the first element of any event tag used for tracking petitions. Notice that all information must be typed in CAPITAL LETTERS.
  - b. Next, type an underscore symbol “\_”. This symbol creates a “column separator” between each category.
  - c. Now, in all caps, type the Subtype of the event. For now, this is the subtype list to use:
    - i. BLOCKWALK
    - ii. FAIR
    - iii. FESTIVAL
    - iv. GUNSHOW
    - v. MARKET
    - vi. MEETING
    - vii. RALLY
    - viii. TABLESETUP
    - ix. OTHER
  - d. Time to add another underscore symbol (“\_”).
  - e. Now, type the 2-letter state designation.
  - f. Now, yet another underscore symbol (“\_”).
  - g. Finally (for general reporting sake, at least), type the date in the following format: MM/DD/YY. *If an event occurs for more than one day, the first day of the event will be used for the whole event.*
  - h. But, if you wish to add your own details to increase tracking details, you can add a 5<sup>th</sup> column. If so, start by typing another underscore symbol (“\_”).
  - i. Then, add any additional information needed. Here are some examples of subsets you might want to add, but this column is yours and you can even use lower case here, if you wish:

- i. **FESTIVAL** Subset Examples: Bike, Fruit, Vegetable, Holiday/Cultural Celebrations, Seafood, etc.
  - ii. **MARKET** Subset Examples: Flea, Farmers
  - iii. **MEETING** Subset Examples: Presentations at Townhalls, AMAC, American Legion, Polish/American Club, Monthly Meetings, etc.
  - iv. **TABLESETUP** Subset examples: Tables set up at 5K races, car races, outside post offices or other government building, etc.
  - v. Other information may include your House District/City of event
2. Type or copy and paste your proposed tag in the #event-tag-approval-florida channel on Slack for review and approval. This will be a short-term process that must occur a minimum of 5 times before approval to move forward without approval.
3. After your tag is approved, be sure to share it with all who will be entering paper petitions and remind them of the all-caps rule. Then, once you're ready to enter your petition(s), sign into your account, and open the event petitions page ([https://conventionofstates.com/event\\_petitions](https://conventionofstates.com/event_petitions)). Be sure to place the approved Tag in the last section entitled Event Name (see screenshot, below). You'll notice that field will remain with every new entry during that session.

We highly recommend you copy and paste your Tag in the Event Name Section, so no changes occur between what you initially structured and what you enter.

**HERE ARE SOME EXAMPLES OF PROPERLY FORMATTED TAGS:**

1. EVENT\_BLOCKWALK\_FL\_09/23//23\_HD 29\_
2. EVENT\_FAIR\_FL\_02/12/24\_TAMPA
3. EVENT\_FESTIVAL\_FL\_10/14/23\_SEAFOOD PORT CHARLOTTE
4. EVENT\_GUNSHOW\_FL\_11/12/23\_DADECITY
5. EVENT\_MARKET\_FL\_12/24/23\_FARMERS VENICE
6. EVENT\_MEETING\_FL\_09/12/23\_TOWNHALL PUNTA GORDA
7. EVENT\_RALLY\_FL\_02/20/24\_LEGISLATIVE TALLAHASSEE
8. EVENT\_TABLESETUP\_01/24/23\_POST OFFICE MIAMI
9. EVENT\_OTHER\_FL\_10/09/23\_CATTLE AUCTION AR

Now, we invite you to begin and we look forward to seeing your tags in the #event-tag-approval-florida channel. Shine your light, Florida—Let's LEAD!

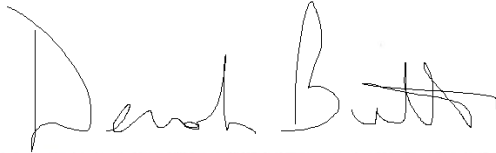
APPROVAL:



Deborah L. Gard,  
Florida, Grassroots Coordinator



Date



Denah Butts  
Florida, State Director

10/14/2023

Date