

Title	Document #	Location	Rev #	Effective Date
Creating an Event on Facebook	MAR-001	Main Winery	0	02/05/2026

Creating an Event on Facebook

1. Purpose

The purpose of this procedure is to establish requirements for creating and posting event information to the Greenhouse Winery Facebook page.

2. Scope

This procedure is applicable to all staff members with assigned page roles responsible for social media management and event promotion at Greenhouse Winery.

3. Responsibilities

Event coordinator and assistants, social media managers, marketing team.

4. Definitions

Page Role: Administrative access level assigned to a user for managing the Facebook page.

Genre: Event category or type (e.g., live music, ticketed event, wine tasting).

Co-host: Vendor, partner, or collaborator tagged in the event.

5. Procedure

Posting Events to Facebook

6. References - None