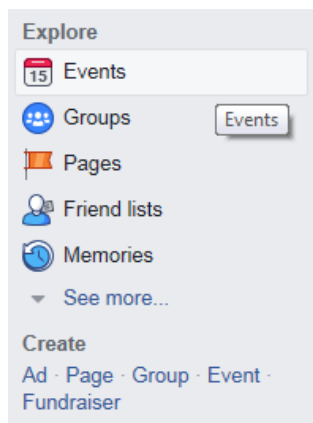# How to create a Facebook event

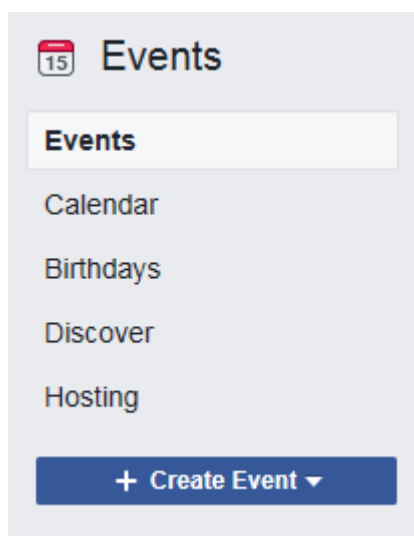Follow these simple instructions to create your own Facebook event and invite people to your Crafternoon.

To create a private or public event:

1. From your News Feed, click **Events** in the left menu.

2. Click **Create Event** on the left side.

3. Click to choose between a private or public event.

Discover

Hosting

+ Create Event ▼

✉ **Create Private Event**
Only invited guests will see this event. The host can choose to let guests invite other people.

🌐 **Create Public Event**
Anyone can see this event and search for it, even if you're not friends

If you're creating a public event, you can set the event's host as yourself or a page you manage. You're not able to change the privacy settings once you've created the event.

4. Fill in the event name, details, location and time. You can also add the names of your co-host(s).

Event photo or video

Craughternoon

Event name | Alice's Crafternoon in aid of Mind | 34 / 64
Long event names may not fully appear in some places (e.g. mobile phones)

Location | My house

Description | Come along to my Crafternoon in aid of Mind on Saturday 20 |July! I'd love to see you there for a fun afternoon of crafting and a glass of something cold.
We'll be making summer flower crowns, or you can bring your own craft project.
Suggested donation: £15 (including craft materials as well as a drink of your choice and slice of cake/cherry scone!)

When you create an event on Facebook the Pages, Groups and Events Policies apply.

Create private event

If you're creating a public event, you can:
- o Add multiple dates and times
- o Select a category for your event
- o Add keywords about your event
- o Add a link to a ticketing website for your event

If you're not sure what to write in the description, take a look at the example below to get you started. Feel free to copy and paste!

Come along to my Crafternoon in aid of Mind!

You're invited my Crafternoon, a fun afternoon of crafting complete with refreshments and craft materials provided. All you will need to bring is a donation for the pot, which will go to Mind, the UK's leading mental health charity.

What we'll be making: _____

Suggested donation: _____

I'd love to see you there!

About Mind:

Mind provide advice and support to empower anyone experiencing a mental health problem. They campaign to improve services, raise awareness and promote understanding. Your donations and support will help many more people get vital mental health information and support when it's needed most.

---

5. Click **Create.**

   You'll be taken to your event where you can invite guests, upload photos, add a cover photo or video, share posts and edit event details.

   Note: Only Pages can add multiple dates and times to an event right now.

To edit an existing event:

1. From your News Feed, click **Events** in the left menu.

2. Click ✏**Edit** next to the name of your upcoming event.

3. Change the event name, location, time, description or co-hosts.

4. Click **Save.**