



# Calendar Form

Please complete this entire form at least a week prior to your wanting it to appear on the calendar and submit it to [mjpeters845@gmail.com](mailto:mjpeters845@gmail.com) Mary Jo Peterson for approval. It is your responsibility to proofread, text will be placed on the calendar as they appear on this form.

Title of Event:
Type of Event (i.e. meeting, class with medium type, demonstration, etc.):
Date of Event (if it lasts more than one day, list all dates):

Start Time:
End Time:

Event Location (if virtual please list type):
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Cost of Event:
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Event Organizer and contact information:
Event Instructor and contact information:

Brief Description of Event (under 500 words if possible, please include supplies needed):
Image for Event (if you have an image it must be a royalty free Jpeg or PNG and no more than 500 pixels by 500 pixels) OR describe the type of image you would prefer be used: