

PLEASE PRINT

REPUBLICAN HERALD

republicanherald.com

Calendar Of Events Submission Form

Date submitted: _____ Submit your event preferably two weeks in advance for best exposure.

Non-profit group or organization benefiting from this event: _____

Event Name _____

(Ex. Pumpkin Festival, Craft Fair)

Date of Event Day _____ **Month** _____ **Date** _____

Time of Event _____ am / pm - _____ am / pm

Ticket Information/Cost _____ (List FREE if no cost)

Location of Event _____ (Ex. St. Nicholas Hall)

Street Address _____ **PHONE NUMBER**

City _____ **Zip** _____ **AT LOCATION**

Event Description (Note: A one paragraph description. Be concise. Do not list the date, time or location here. We reserve the right to edit.)

Age ranges: (circle one) ALL AGES / 18+ / 21+ /Not applicable / Other _____

REQUIRED Contact Information: Occasionally we need to verify information about a particular event. This information will be kept confidential and will NOT appear online or in print.

Full Name: _____

E-mail: _____ **Daytime Phone:** _____

Office Use Only

Entered Into Dashboard _____

Date: _____

By: _____