



## *Calendar of Events Submission Form*

**To be listed on our Calendar, we need the date, time, place and contact number for the event.** The calendar of events is widely distributed through the Alliance and helps to promote your activity, our communities and Hardin County.

*To be submitted for statewide publication, information is due in to our office by December 1 of the preceding year.*

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### **CALENDAR OF EVENTS LISTING**

*Event:* \_\_\_\_\_

*Date(s):* \_\_\_\_\_ *Time(s):* \_\_\_\_\_

*Location:* \_\_\_\_\_ *Admission:* \$ \_\_\_\_\_

*Contact Person:* \_\_\_\_\_

*Address:* \_\_\_\_\_

*City:* \_\_\_\_\_ *State:* \_\_\_\_\_ *Zip:* \_\_\_\_\_ *Phone:* \_\_\_\_\_

*Email:* \_\_\_\_\_

*Web site:* \_\_\_\_\_

*Description of event:* \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

*In addition to the events on the calendar, our office also has listings of many meetings and activities. You can call our office at any time to check if a date is open before scheduling an event to avoid a conflict with other community activities. Making sure we have your events & meetings listed may also prevent a similar activity from being scheduled the same day. You may also call us with your event information or use the form to submit it. We would be pleased to include your event(s) on our calendar of events listing, our website and on our scheduling calendar as well. If you need additional information, call 419-673-4131 or email [alliance@hardinohio.org](mailto:alliance@hardinohio.org).*