

## District 42 Calendar – Instructions to Post an Event

<p>i.e. Club Officer Training, Division B Day, etc</p>	<p><b>Name of Event:</b></p>
<p>What is the event about?          What will participants get from the event?           What makes it special?</p>	<p><b>Description</b></p>
<p>month, day, year</p>	<p><b>Date:</b></p>
<p>Registration starts at #:## am/pm;           Program runs from #:## am/pm to #:## am/pm</p>	<p><b>Time:</b></p>
<p>Room/Building, Address, City, Province</p>	<p><b>Location:</b></p>
	<p><b>Cost:</b></p>
<p>Provide information on how to pre-register for the event to help you plan and prepare for the number of participants. District 42 can provide an <b>online registration link</b> upon request. Please provide the following additional information:  <b>Who to send the results to</b></p>	<p><b>Registration Information (if applicable):</b></p>

<b>via email</b> <b>How frequently</b> <b>results are to</b> <b>be sent</b>	
i.e. Please check in with building security upon arrival. i.e. Please bring your Club Officer Handbook	<b>Special Instructions for Participants (if applicable):</b>
Provide parking options and rates	<b>Parking Information (if applicable):</b>

Attach an event poster or any other information which will help promote the event

Please allow **3 days** for the registration survey link to be created and the event to be listed on the District 42 website.