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**DISTRICT CALENDAR CLUB EVENT SUBMISSION FORM**

*There are two ways to get your club event onto the District Calendar.*

*1) If your club is using Club Runner use this link {*[*http://bit.ly/7120-AddingClubEvents*](http://bit.ly/7120-AddingClubEvents)*} for instruction on how to add your event. Be sure to click Yes on the ‘Show Event in District Calendar’ option.

2) If your club does not use Club Runner, complete the form below and submit it to the District Calendar Coordinator.*

**Event Name:** Event Name

**Club Name:** Click or tap here to enter text.

**Is this an Event** or a **Fundraiser?** Click or tap here to enter text.

**Start Date:** Click or tap here to enter text. **Start Time:** Click or tap here to enter text. **Include AM or PM**

**End Date:** Click or tap here to enter text. **End Time:** Click or tap here to enter text. **Include AM or PM**

**Description:** Click or tap here to enter text.

**Contact Name:** Click or tap here to enter text.

**Contact Phone Number:** Click or tap here to enter text.

**Contact Email Address:** Click or tap here to enter text.

 **(***Please check to make sure the Phone Number or Email Address match the info in Clubrunner.)*

**Event Location:** Click or tap here to enter text.

**Event Address 1:** Click or tap here to enter text.

**Event Address 2:** Click or tap here to enter text.

**Event City:** Click or tap here to enter text. **Event Zip / Postal Code:** Click or tap here to enter text.

**Event State:** Click or tap here to enter text. **Event Country:** Click or tap here to enter text.

**Be sure to Save this File before you send it to the District Calendar Coordinator.**

**Forms and/or Files:** For Registration Forms, Image Files, Graphics, or any Other File you wish to make accessible to Rotarians for this event, send them as attachments when you return this form to:

**Maggie Barnes, District Calendar Coordinator at**  mbcomm09@gmail.com