SAMPLE Calendar Listing

WHEN: Day of week, Month and Date, Year
00:00 a.m. or p.m – 00:00 a.m. or p.m.
(ex: Sunday, January 1, 2015, 8:00 a.m. – 12:00 p.m.)

WHO: Who is hosting the event and who is invited (general public?)

WHAT: ‘EVENT NAME’
Describe the event in one small paragraph including the following information:
- Annual Event?
- Why is it being held?
- Will donations be dedicated to a specific fund?
- Is the event in honor or in memory of someone?
- How many attendees are expected?
- Are there entry fees or ticket prices?
- Will there be special guest appearances?
- Are there chances to win prizes?

WHERE: Address, City, State, Zip
Link to online map
Parking Directions/Instructions

CONTACT: Event Organizer Name
Phone number: (555) 555-5555
Email: name@email.com
Event Website: www.eventlink.com