

# GLAUCOMA

---

## RESEARCH FOUNDATION

### 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](mailto:name@email.com)  
Event Website: [www.eventlink.com](http://www.eventlink.com)