

Calendar of Events Information Form

Please fill out a new form for each event. Feel Free to make Copies.

Event name: _____

Date (s) of Event: _____ Event Time (s): _____

Event Location: _____

Address: _____

Is the event open to the public? Yes No (Circle One)

What is the entry fee? _____

Who is putting on the Event? _____

What type of event are you hosting? (choose one)
_____ Festival/Celebration _____ Fundraiser _____ Tradeshow _____ Other

Contact name and Phone number for further information on the event.

Name: _____ Phone Number: (_____) _____ - _____

Is there an email address that we can give out? Yes No (Circle One)

If so, what is it? _____

What is your website address? _____

Brief description of the event. _____

If this event is canceled please call the Chamber Office at (320) 763-3161 so it can be taken off the calendars. The Chamber is not responsible for any events advertised that have been canceled or have the wrong date. If we feel that the form is not filled out with enough information your event will not be posted.

Return this form in one of the following ways: **Email: alexrecr@rea-alp.com**

Fax: (320) 763-6857 or **Drop off at the Chamber office at 206 Broadway**

Your phone number: (_____) _____ - _____ Date: ____/____/____

Signature: _____

For Office Use Only

Date received: ____/____/____ Entered on Paper Calendar: ____/____/____

Entered on Website Calendar: ____/____/____

Staff Signature: _____