Dear Rotarian,

Many times people ask us to announce an event. If this is not something you do all the time there is the possibility to forget small details like: when, where, and how to find more information… To that end we came up with an electronic list (that you can fill out online) that: keeps your announcement from being delayed, keeps you from receiveng large amounts of calls asking basic questions, keeps people interested because they don’t have to go hunt down what is going on… You don’t have to use this form, but you can use it as a checklist of the information to send us. When your done send this form and pictures for the event to Events@VisaliaRotaryClub.com.

Thanks for your help,

**Member Communications Committee**

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| **INFORMATION** | **TAB THROUGH BLUE FIELDS TO FILL OUT** |
| Name of event | Enter event name here |
| Date(s) of event | Start date End date-if more than one day |
| Start time – End time | Start: Enter start time End:Enter end time  |
| Where | Enter Location |
|  |  |
| Hosted by | Enter host name |
| Rotary Committee | Enter club committee |
| Rotary contact person | Enter Rotary contact name |
| Email | Enter Rotary contact email |
| Phone | Enter Rotary contact phone |
| Event contact person | Enter event contact name |
| Email | Enter event contact email |
| Phone | Enter event contact phone |
|  |  |
| Cost | Enter if there is a cost |
| Sign up at | Enter website to register at |
| Web links 1 | Enter other website |

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| You can copy and past, or type a blurb here for your eventEnter blurb here |
| Double click on boxes below to browse and add pictures of your event |
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