**LOGO** Contact: Name

Company

Phone

eMail

Twitter

**CALENDAR LISTING**

## <Category of your event>

## [i.e. Opening, Concert, Exhibit, Art, Lecture]

|  |  |
| --- | --- |
| **WHAT:** | **<Title of your event>**  One-paragraph description of your event |
| **WHEN:** | Date and time of your event |
| **WHERE:** | Specific address and other location information (parking, directions, etc…) |
| **WHO:** | Company hosting / sponsoring and website/page for other event details |

**Other tips:** (delete this section - obviously - before you send this)

* Use standard letter-size paper.
* Use one-inch margins on all sides.
* CALENDAR LISTING should be at top in all caps and bold typeface.
* Must have name, phone number and email address of a contact person (someone best qualified to answer questions about the event).
* Should be brief and one page only.
* eMail or fax three to four weeks prior to the event.