**District 7450**

**Event Calendar Entry Worksheet**

**NOTE:**

Please provide **FINAL** text only.

All information below will be copied and pasted directly into the calendar without further editing.

Please forward completed form to [Webmaster@RotaryDistrict7450.org](mailto:Webmaster@RotaryDistrict7450.org) at least **14 days before event** is to appear on the District website calendar.

|  |  |
| --- | --- |
| **Event Information** |  |
| **Event Name** |  |
| **Event Date(s)** |  |
| **Start Time & Finish Time** |  |
| **Sponsor Club /**  **District Committee** |  |
| **Short Description of the Event: 75-100 Words** | <This is your Marketing piece – the “Sizzle” - for the event> |
| **Agenda (if applicable)** |  |
| **Location Street Address** |  |
| **Directions** | <Copy and paste link to web page or map if appropriate.> |
| **Price** |  |
| **Include Spouse Registration?** |  |
| **Allow Non-Rotarian Registration?** | * Yes * No |
| **District or Club Event** | * District * Club |
| **Registration Set Up** |  |
| **Event Coordinator(s)** Must be currently registered District 7450 Rotarian |  |
| **“Reply to” Email**  (Event Coordinator’s email address) |  |
| **Payment method** | * Credit Card via District Gateway Account  (requires pre-approval from District Treasurer) * *Check payable to:* |
| **Mailing Address for checks** | (name and USPS address) |
|  |  |
| **Note:** | Attach Event Information sheet in PDF format if applicable. |
|  |  |

* *District Communications Officer Notes: Send guest registration site link to moderator*