

EEASC CALENDAR EVENT POSTING REQUEST FORM

- 1) **Internet Submissions:** Please **COMPLETE ALL AREAS** of this form, **SAVE IT** to your DESKTOP and e-mail this completed form by **CLICKING** on the **EVENTS@EEASCNA.ORG** LINK & ATTACH this completed PDF file to your e-mail! Please remember, **MORE INFORMATION is ALWAYS BETTER than LESS!** You will receive e-mail confirmation that your event was received & posted within 72 hours.
*You may ALSO simply e-mail **ALL OF THE INFORMATION REQUESTED BELOW** by manually just typing the information into the body of your e-mail to **EVENTS@EEASCNA.ORG** Please put the word **EVENT** in your e-mail SUBJECT LINE.*

INCOMPLETE or ILLEGIBLE EVENT REQUEST FORMS WILL NOT BE POSTED!

DATE OF EVENT: ____ / ____ / ____ Submitted By: _____

EVENT TYPE: (circle one) Special Event Fundraiser Speaker Meeting Celebration
Party Group Anniversary Retreat Dance OTHER: _____

Home Group Name: _____

Facility or Location: _____

ADDRESS: _____

Complete Street Address

Suite/Building Description (IMPORTANT!)

City

State

Zip Code (IMPORTANT!)

Event Description: _____

DATE OF EVENT: ____ / ____ / ____

Start Time: _____ AM/PM End Time: _____ AM/PM

Contact Person: _____ Telephone # (____) _____

Contact Person: _____ Telephone# (____) _____

Confirmation E-Mail: _____ @ _____ . _____

NOTES: _____

Any Cost or Suggested Donation Should Be Listed Above. Please be certain to include Names & Years of Birthday Celebrants when submitting Birthday Celebrations, Speaker Names and ANY other relevant information above in the NOTES section of this Form.

*******MUST BE SUBMITTED NO LESS THAN 3 DAYS PRIOR TO EVENT DATE*****
DO NOT SUBMIT EVENTS BY PHONE CALLS, TEXT MESSAGES OR VERBALLY**