



## Community Event Calendar Submission

Please fill out the information below and submit your event. Please allow 5-10 business days for your submission to be reviewed and verified by a staff member. Once approved, it will be added to the calendar.

### Event Details

Event Title: \_\_\_\_\_

Event Location (include full address): \_\_\_\_\_

\_\_\_\_\_

Event Date/Time: Start \_\_\_\_\_ End \_\_\_\_\_

Event Details: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### Event Category

Community Event

Portage College

Public Engagement

Special Event

FCSS Event

BOLD Event

Rodeo/Agriculture

Portage Pool

Other (specify) \_\_\_\_\_

### Social Media

Would you like your event promoted on social media?      Yes      No

Social Media Name(s):

Twitter: @ \_\_\_\_\_

FaceBook: @ \_\_\_\_\_

Instagram: @ \_\_\_\_\_

Other: \_\_\_\_\_

Key Message(s):

## Attachments

Please attach poster(s) or images to use for the promotion of the event.

## Submitter Details

Name: \_\_\_\_\_ Organization: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_ Address: \_\_\_\_\_

Comments:

*Please submit form via email to [recreation@laclabichcounty.com](mailto:recreation@laclabichcounty.com),  
or call 780-623-6353 for more information.*