**CALENDAR EVENT FORM**

[calendar@lwvgreatercleveland.org](mailto:Calendar@lwvgreatercleveland.org).

[Programdirector@lwvgreatercleveland.org](mailto:programdirector@lwvgreatercleveland.org)

**Complete only portions applicable to your event**

**Send one copy of completed form to both email addresses**

**Event Title:**

**Event Date:**

**Event Time:**

**Event Location (precise name and address):**

**Event Sponsor(s):** (e.g., LWV-GC; Shaker Chapter; LWVO; LWVUS and **Co-hosts)**

**Type of Event:** (Candidate or Issue Forum; Voter Service Event; Webinar; Panel Discussion; etc.)

**Description:** (2-3 lines about what the event is about, who is on the panel)

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**RSVP:** (How to sign up: Link to zoom/Facebook/etc.)

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**Your Contact Infomation:**

**Name:** **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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

**Phone:** **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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**Links/Attachments:** Any pictures documents or links for individuals to prep for the event or have more information please include. **Please include the title, time, and date on any submitted graphics.**

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