

Sample Community Calendar Listing Format for Broadcast, Web, or Newsletter Posting

Many local print, broadcast, or web-placed community calendars are available, free of charge, to publicize your event. Following is a sample of the type of information needed for an announced or posted promotion:

Eagle Books Festival of Fun: [__]-day celebration of healthy living based on the popular Eagle Books stories about type 2 diabetes prevention. Hands-on activities, healthy treats, storytelling, speakers and live appearances by community health and safety mascots. [Insert dates, time, location.] Sponsored by [_____]. Contact [_____] for details.

Write your brief event description to include these details:

WHO: Sponsoring organizations

WHAT: [Description of event; who is invited; costs/no costs; extra activities available or included; items for purchase and/or free]

WHERE: [Location]

WHEN: [Date and time]

HOST: [Your organization]

RSVP: [Event contact person]