

## Events to Be Listed on the NWC Website

Please fill out this form completely. Form is fillable, please use computer if possible.

Show on Member Home Page?

Yes \_\_\_ or No \_\_\_ (Committee meetings are posted on the calendar only)

Show on PUBLIC Home Page?

Yes \_\_\_ or No \_\_\_

Event Type

Membership Meetings \_\_\_ Special Event \_\_\_ Board or Committee Meeting \_\_\_ Admin \_\_\_ Fundraiser \_\_\_

Event Name \_\_\_\_\_

Do not use the " or # character in the event name

Event Date \_\_\_\_\_

Leave blank for no repeat dates

Begin Time \_\_\_\_\_

Leave blank for all day events

End Time \_\_\_\_\_

Leave blank for no end time

Location Address \_\_\_\_\_

Google Map URL for Location \_\_\_\_\_ (Please look this up)

Location Website \_\_\_\_\_

Enter full URL (including http://) of location website

Allow for Event Contact Form & Information?

Yes \_\_\_ or No \_\_\_ **If Yes please fill out ALL info below.**

Event Manager Name \_\_\_\_\_

Event Manager Email \_\_\_\_\_

Event Manager Phone \_\_\_\_\_

Very Short Description (Used in summary display of event)

\_\_\_\_\_

Event Detail Description

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Registration Required?

Yes \_\_\_ or No \_\_\_

Now Open for Registration?

Yes \_\_\_ or No \_\_\_ If not yet, when open? \_\_\_\_\_

Guests Allowed?

Yes \_\_\_ or No \_\_\_

Cancellation Policy (Optional) \_\_\_\_\_

Last Date to Register \_\_\_\_\_

Cost per Member \_\_\_\_\_

Cost Per Guest \_\_\_\_\_

(i.e. \$20.00)