

Events to Be Listed on the NWC Website

Please print out this form and email to srmchalenwc4vp@gmail.com with a cc to Admin@napleswomansclub.org along with page one.

Will this event need a flyer ? Send details and request to Admin@napleswomansclub.org

Show on Member Home Page?

Yes or No (committee meetings are posted on the calendar only NOT on Home Page)

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 _____

Begin Time _____

End Time _____

Location Address _____

Location Website _____

Enter location website URL

Allow for Event Contact Form & Information?

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

Event Manager name _____ **Email** _____

Event Manager Phone _____

Very Short Description (used in summary display of events) _____

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)