



Community Event Calendar Submission

Please fill out the information below and submit your event. If you would like your event displayed on the BOLD sign please indicate so in the "Comments" section. 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 and the BOLD sign.

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 return completed event submission to jana.rowe@laclassicounty.com
Subject of email should be CommunityEvent.<EventName>.<EventDate>
All questions may be directed to the above email or 780-623-6737