This form is to be used to request that a meeting or an event is placed on the District Calendar.

**What**: (give the event title and describe the event.)

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**When**: (Provide Date & Time for the start and finish of the event.)

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**Where**: (give the name and address of the location for the event. Explain any special considrations such as where to park, etc.)

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**Who**: (Provide a Point of Contact for inquiries. Explain who is providing the event.)

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**Why**: (Explain the reason for the event.)

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**Cost**: (Is there a fee? Early discounts? Late fees. What does it cover??)

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**Registration**: (Is it required? If, yes give date when registration opens and closes.)

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Is this a **recurring** event? If, Yes please explain.

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