Calendar Entry Request Form

This form is used to request that a meeting or an event be placed on the Frontier District Event Calendar. Send completed form to scouter.eckhardt@gmail.com

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

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

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

Who: (Provide a Point of Contact for inquiries. Explain who is providing the event and who may participate in the event.)

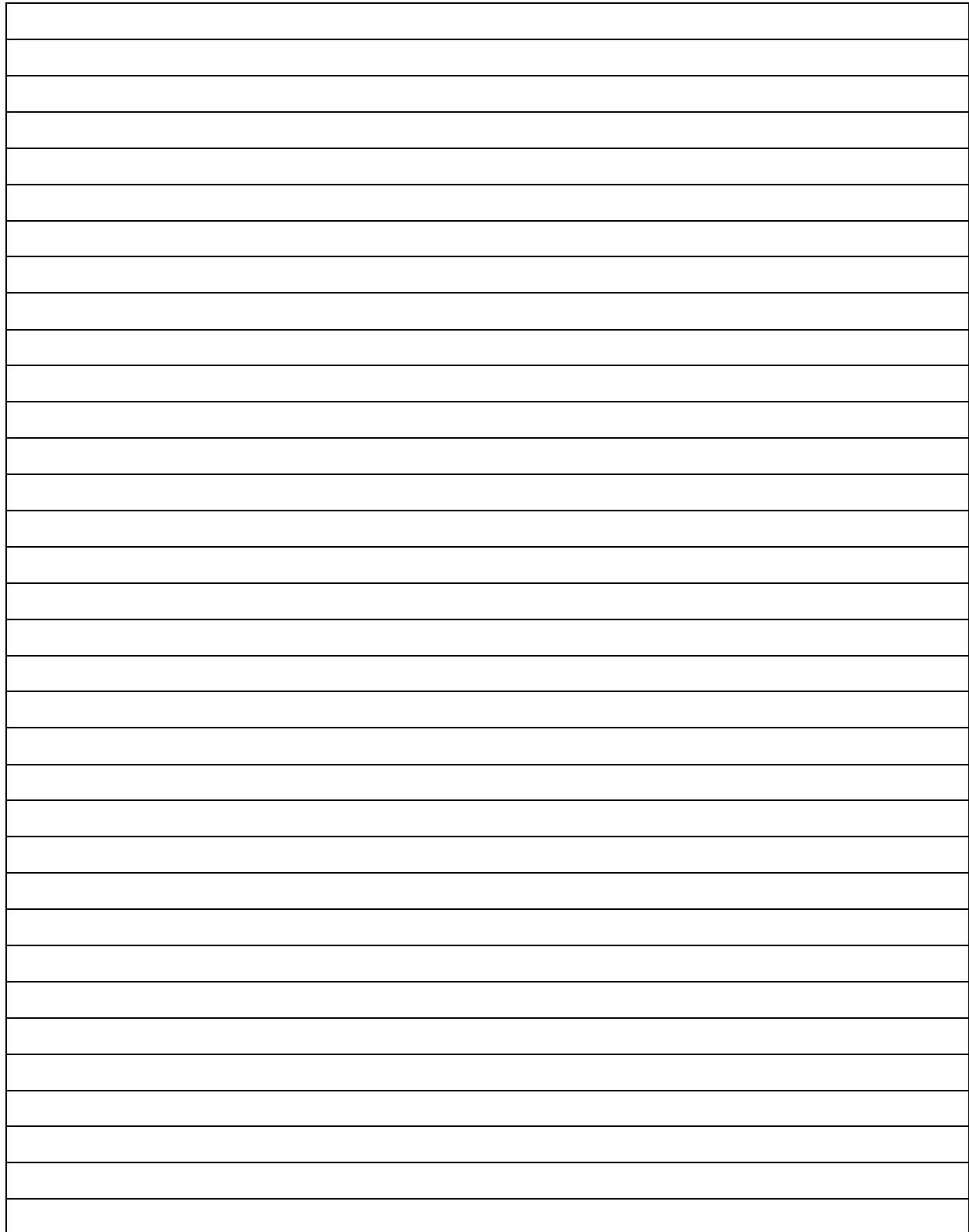**Why**: (Explain the reason for the event. If it is communtiy service, who does it benefit.)

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

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

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

Use the back of this page, if needed, for any additional information.
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