

Event Submission Worksheet



This form helps ensure you have all the information you need to submit your Grange event. When complete, use it to submit the event on the website. Once submitted, we'll create several promotional items:

- A **standalone post** that appears on the site. This can include a flyer, which you'll need to email separately. These posts can easily be shared on social media!
- A **brief listing** on the MSG Event Calendar and in the monthly printed Bulletin. This listing also refers people to the standalone post for more information.

NAME OF PERSON SUBMITTING

We need your name in case something needs clarifying.

EMAIL ADDRESS

GRANGE NAME & #

EVENT NAME

(Potluck, Public Supper, Craft Fair, etc.)

EVENT DATE

(mm/dd/yyyy)

START AND END TIMES

IS THIS A RECURRING EVENT?

Tell us when it starts and ends

COST TO ATTEND

This could be an admission charge, free, by donation, etc.

EVENT DESCRIPTION

Examples: potluck or public supper, workshop, class, concert...

WHERE TO GET MORE INFORMATION: Ideally, this is a person's name with an email address and/or phone number. You could also include your Grange's website and/or Facebook page.

ANY ADDITIONAL INFORMATION?

This could include things like "reservations required."

Use this form as a guide to submitting the information on the [Maine State Grange Website](http://MaineStateGrangeWebsite.org). You can also email the completed form to webmaster@mainestategrange.org. Any available flyers or photos can also be emailed as attachments. We can accept most file types, but PDF or JPG is preferred.