



Event / Program Information Post Request

- This information will be used to list the event on our calendar, web site, Facebook, and newsletter.
- Not all events will be featured in the newsletter.
- Event **must** be open to the public.
- Please submit this form a minimum of **4 weeks prior to the event/program** date even if you only have the title, contact, and date(s) so we can schedule the post. Then get the rest to us ASAP.
- Facebook Event Pages will be created for department wide events (concerts, Burns Park Egg Hunt, etc.)
- Forms received less than 4 weeks prior to the event/program date will be posted when scheduling allows.
- Remember to post your flyers to the community centers, libraries, area businesses, etc.

Information Submitted By: _____ Email: _____

EVENT / ACTIVITY / TOURNAMENT INFORMATION

Event Title/Program Name: _____

Date - Start: _____ Date - End _____

Daily - Time - Start: _____ Daily - Time - End: _____

Is there an alternate date in case of inclement weather? No Yes - When? _____

Location (be specific, not just 'Burns Park'): _____

Please write a brief summary of the event (reason, activities, etc.):

Who can attend and/or participate (ages, grades, etc.)? _____

Is registration needed to attend or participate? No Yes - When is the deadline to register and how do they register? _____

Is there a cost involved to attend or participate? No Yes - What is the cost for youth, adults, etc.? _____

CONTACT INFORMATION

Who can the public contact to get more information about the event/program?

Name / Organization: _____

Phone: _____ Email (if any): _____

Web Site (if any): _____

OTHER INFORMATION

Any other information not listed above that is significant:

Please submit this completed form and any supporting flyers, forms, photos, etc. to Jeff via fax 501-791-8528 or email jcaplinger@nlr.ar.gov or hand deliver to their office.

Questions, call Jeff at 501-791-8540.