

# Form to Submit an Event to the FFGC State Calendar

\*Name of Event: \_\_\_\_\_

\*Date of Event: \_\_\_\_\_

\*Time of Event: \_\_\_\_\_

\*Location of Event: \_\_\_\_\_ District # \_\_\_\_\_

Event Description: Note that this is an opportunity to highlight the benefits of your class, 'market' your event, encourage involvement or volunteering as well as the general description. If you're submitting a class that is part of a series, take this opportunity to briefly discuss the value of the series.

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Additional information other than what has already been stated, such as special instructions, where to park, what to bring, etc. Please limit to 3 lines of instruction: \_\_\_\_\_

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Name of Person to Contact and a phone number only if you want that phone number to be public:

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If you would like a registration form or flyer attached to the calendar entry, send it as a .pdf via email with this completed form. Similarly, if you want an image with the entry, attach it as a .jpeg

\*Name of person submitting this entry request: \_\_\_\_\_

\*Would you like online registration enabled for your event? \_\_\_\_\_ Yes \_\_\_\_\_ No

If Yes, what information other than Name & Address would you like the registrant to provide?  
(Examples: Have you taken this course before?, What was your date of certification? Do you currently belong to a Garden Club?)

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Do you want to enable payment acceptance online? \_Yes\_  No If Yes,

Check which method: \_\_\_\_\_ Online Only \_\_\_\_\_ Online and Offline

Return this completed form to yellowrose111977@aol.com, the Corresponding Secretary, Ingrid Velez.

Please keep the same Word format.

\*Indicates required information to process your request