

**Times-Herald Education Calendar  
Event Entry Worksheet**

For \_\_\_\_\_ Publication date \_\_\_\_\_ Deadline \_\_\_\_\_ (month)

Name of event \_\_\_\_\_

Event description \_\_\_\_\_

Event date (day of week, date) \_\_\_\_\_

Start time \_\_\_\_\_ End time \_\_\_\_\_

Event cost \_\_\_\_\_

Event location \_\_\_\_\_

Address (city, state) \_\_\_\_\_

Phone # (for more info about event) \_\_\_\_\_

Website (for more info about event) \_\_\_\_\_

Pictures provided (Y/N) \_\_\_ (send as email attachment, jpg format only, provide caption)

School name \_\_\_\_\_ School Phone # \_\_\_\_\_

Contact name \_\_\_\_\_ Contact Phone # \_\_\_\_\_

Contact email \_\_\_\_\_

Submit calendar entry only if the general public is invited to attend the event. Send photographs (nonreturnable) and event information to:

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2008-09 Month

November  
December  
January  
February  
March  
April  
May

Deadline

Oct. 17  
Nov. 14  
Dec. 19  
Jan. 16  
Feb. 13  
March 13  
April 17

Publication Date

Oct. 26  
Nov. 23  
Dec. 28  
Jan. 25  
Feb. 22  
March 22  
April 26