

MCJC CALENDAR AND EVENT PROMOTION FORM

All events to be considered for MCJC promotion and backing require a form. Completed forms must be Board-approved and on file with Communications before calendar entry and promotion begins. This means you need to submit event forms at least two months in advance of an event (three months to guarantee entry to our bi-monthly Newsletter). Forms are available on the door of the MCJC office or as a fillable .pdf online at mcjconline.org/forms.

All promotions will be copied and pasted from the calendar at mcjconline.org/events to ensure consistency. Please include your draft event description in the body of your email or attach a document with the description to your email. Pictures (.jpg format) appreciated!

To submit completed forms, email to forms@mcjconline.org: 1) download, save to your computer, fill in the .pdf, then save back to your computer with a new name. Attach the completed .pdf to an email as well as any other supporting documents and pictures, 2) print & fill in the online form, take a phone picture, save to your computer. Attach the saved photo of the completed form to your email, 3) print the .pdf, fill in by hand, and drop off or mail to: MCJC, 8617 Ridgefield Rd., Crystal Lake, IL 60012, attn. Calendar Forms.

Communications oversees the database. All information gathering forms must be approved for office compatibility.

Contact person name: _____ **Contact person email:** _____

Name of event: _____

Event date/s: _____ **Start time:** _____ **End time:** _____

Cost/adult: \$ _____ **Cost/child:** \$ _____ **Other \$** _____ **Recurring event? Please check one:** Yes ___ No ___

If you checked "Yes" to "recurring," please list dates: _____

Location (include street address if not MCJC): _____

What is the best way for a Board Liaison / Communications Rep to discuss specifics with you if needed?

Email at above address: ___ **Phone:** ___ **If by phone, best time/s:** _____

PUBLICATION VENUE OR ACCESSORY SERVICE	REQUEST DATE	BOARD APPR DATE	COMPLETE DATE
Web/Public Calendar			
Featured Calendar Listing (videos, pix, reg, payment, post)			
Social media -- shared weekly from post (FB, Twitter)			
Ad in the right column of all pages of our website			
Flyer to place in select locations			
Press Release			
A form (for gathering any kind of information)			
A registration or RSVP mechanism			
Registration notification to you & confirmation to guest			
A roster or reservation list			
Online payments			
Newsletter			
Other? – specify			

_____ **DATE REC'D BY BOARD LIAISON** _____ **DATE BOARD APPR'D** _____ **DATE REC'D BY COMCOM**