

# COMMUNITY EVENTS CALENDAR EVENT REQUEST



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[Calmar.ca](http://Calmar.ca)

Applicant's Name: \_\_\_\_\_

Email Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_

## EVENT INFORMATION

Please clearly write the information you would like to promote/advertise:

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

Location of Event: \_\_\_\_\_ Time of Event: \_\_\_\_\_

## EVENT CONTACT INFORMATION

If different from above.

Name: \_\_\_\_\_

Email Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Signature: \_\_\_\_\_

For Online Submissions, please email request to [info@calmar.ca](mailto:info@calmar.ca). If sending request past 4:30 PM, your request will be redeemed received on the next business day.

*Disclaimer: The Town of Calmar staff will do their best to accommodate your request. Request forms should be submitted at least two business days prior to the date of the event/occasion. Forms that are submitted past the two businesses days may not have time to be entered. Incomplete forms will not be accepted. It is the requestor's responsibility that all of the above information is correct and up to date if changes need to be made.*