

108 Genesee St. • Auburn, NY 13021 Phone: 315-282-7049 • Web: <u>www.armatv.org</u>

Community Calendar Request Form

The Community Calendar is to be used for non-profit civic groups to display non-commercial events at the discretion of the Auburn Regional Media Access. Auburn Regional Media Access reserves the right to refuse or discontinue posting of any submission at any time, for any reason. Submission by way of this form does not guarantee the item(s) will be posted. ALL submissions will be reviewed for content and appropriateness before posting. Submissions should be made with enough advance time to allow for review and in consideration of staff's schedule. The Auburn Regional Media Access, it's staff and web master are not responsible for typographical errors in dates, times or content. Nor are they responsible for damages of any kind as a result of typographical error, omissions or inclusions. No submission will be considered without valid contact information. Confirmation of receipt of this request will *only* be made by e-mail.

Please provide the following information:

Name:	Phone:
Address:	
Email:	

Provide the information to be used for your Community Calendar Posting

1) Enter name of the event and sponsor as you would like it to appear on the title line. The shorter the better. (Ex.: *Annual Holiday Civic Group Concert to Benefit Local Pantries*)

2.) Describe event, include abbreviated day(s), date(s), time(s), and/or admission. (Ex.: *The Jones Quartet & Friends, Fri., Dec. 10, 6:30pm, Admission: FREE w/canned food*)

3.) Enter the text you would like to include to be posted on the detail description of the event. (Ex.: *Come enjoy live music and holiday refreshments!*)