



Spokesman

Event Submission Form

Organization: _____

NOTE: Events should appeal to all citizens, be open to the general public, and be non-religious in nature.

DAY & DATE <i>(i.e., Tues. 4/30/16)</i>	NAME OF EVENT OPEN TO THE GENERAL PUBLIC <i>(limit 25 characters)</i>	LOCATION	START TIME	EVENT CONTACT INFO <i>(i.e., telephone or website)</i>

Name of person submitting this form: _____

Phone Number: _____

Please note: Submissions will be considered in the order in which they are received. Due to space limitations, we reserve the right to use abbreviations and limit the number of submissions to include from an organization. We will make every attempt to include all events submitted. Thank you in advance for your understanding.

Please email or call Cheryl Peterson if you have any questions.

847/318-5464 cpeterson@parkridge.us

Submit by the deadline
Mail, Fax or Email your form to:

The Spokesman – Events
Attn: Cheryl Peterson
Park Ridge City Hall
505 Butler Place
Park Ridge, IL 60068

Fax: 847.318.5300
email: cpeterson@parkridge.us