Community Calendar Notice

Community Calendars can be found in a variety of places, including local media outlets. Hospitals, businesses, and community organizations may also have community calendars.

To submit the announcement:
- Review deadlines for community calendar submission at the various media outlets that provide them (radio, TV, newspaper).
- Create the announcement for community calendars (sample below).
- Most community calendars allow on-line submission.
- Submit the calendar announcements prior to the earliest due date (it is easier to submit all the announcements at one time).

SAMPLE

To: Community Calendar Editor
FROM: Name
Organization
Phone number

Please include the following information in your community calendar.

Community Presentation on [Policy]
Time and Date
Place [indicate room number or other important information]
Address

All community members are invited and will have an opportunity to speak.
Purpose: To discuss a proposed [ordinance description] in the [town] community.
Sponsored by the Engaging Youth for Positive Change Program [and other sponsoring organization(s)].

Deliver the Message: Promote the Event

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