

# CITY OF DOUGLAS

## COMMUNITY CALENDAR EVENT FORM

---

**The City Community Calendar is distributed city wide on a yearly basis. Events which take place in the city limits can be added to the calendar. To have your event added to the calendar please fill out this form in its entirety and return it to the City Clerk's Office no later than November 1<sup>st</sup> of the previous year. \*\*Example: Your event is June 2013 – Your event must be submitted by Nov. 1<sup>st</sup> 2012**

Please Print

---

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

Place the Event will occur: \_\_\_\_\_

Date(s) the Event will occur: \_\_\_\_\_

Time the Event will occur: \_\_\_\_\_ am \_\_\_\_\_ pm

Do you wish to have this event added to the city website community calendar? \_\_\_ Y \_\_\_ N

Description of Event:

---

---

---

---

---

---

---

---

---

---

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

Contact Number: \_\_\_\_\_

Contact Email: \_\_\_\_\_

Please return to:           City Calendar  
                                  Jean Neve, City Clerk  
                                  86 W. Center St.  
                                  Douglas, MI 49406