**Please give the following information**

* in black New Times or Arial
* font size 11
* single spaced.

Your email address:

Name of Event:

Date and Time of Event:

Venue:

Description of Event in 30 words or less:

Contact details for event:

Internet link if available:

Thank you very much, you have made this job much easier. You would never believe how much time it takes to re-format information!!!!! Please return form to [johnston55thomas@gmail.com](mailto:johnston55thomas@gmail.com). I will send you confirmation of receipt. If you don’t get this please send it again.