If you fill in this form 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 confirmation please send it again.

**Please give the following information**

* in black New Times font size 12
* single spaced.
* no italics, pictures or other fancy bits

**YOUR EVENT WILL ONLY BE LISTED FOR TWO WEEKS BUT IF APPROPRIATE IT WILL BE ON THE CALENDAR ON THE WEBSITE WITH ALL THE DETAILS.**

Your email address:

Name of Event:

Date and Time of Event:

Venue:

Description of Event in 30 words or less:

Is this for the bulletin, calendar and/or website.

Contact details for event:

Internet link if available:

Any other information you consider important.