



**District 38
Calendar Request**

To submit a calendar update send an email to sec@tmdistrict38.org containing the following information

Division	<enter Division>
Area	<enter Area>
Date	<enter Date>
Start time	<enter start time of event>
End time	<enter end time of event>
Building name (if applicable)	<enter name of building/meeting place for event>
Full Address	<enter street, city, state location of event>
Address link (i.e. from Google maps)	<enter a location link to google maps>
Cover charge	<enter a cost, if applicable>
Contact Name - should be appropriate Gov	<enter the contact name of the event>
Email Address - use appropriate gov forward (alias)	<enter email address - either personal or the district 38 alias>
doors open/registration	<optional - enter time doors open, registration>
briefings	<optional - enter brief summary of event>
contest start	<enter the contest start time>
Contacts other than gov	<enter contact name other then area gov, if applicable>
phone number	<enter contact phone number>