



# Community Calendar Request Form

Name \_\_\_\_\_ Organization \_\_\_\_\_

Address \_\_\_\_\_

Phone (H) \_\_\_\_\_ (Cell) \_\_\_\_\_ (W) \_\_\_\_\_

The Community Calendar is FREE for local non-profit organizations to promote events.  
Your info must be submitted at least 3 weeks in advance & will appear at least 1 week before the event.  
Late submissions, newsletters & press releases CAN NOT be accepted.  
Announcements not submitted on this form WILL NOT RUN.

**Name of Event** \_\_\_\_\_

**Date** \_\_\_\_\_

**Time** \_\_\_\_\_

**Location** \_\_\_\_\_

**Info Phone Number** \_\_\_\_\_

**Additional Comments** \_\_\_\_\_

**Fax, Mail or Drop Off your completed form to us!**

**FAX:** 860 - 432 - 0982

**MAILING ADDRESS:** Community Calendar, 170 Utopia Road, Manchester, CT 06042

**DROP OFF ADDRESS:** Public Access Dept, 801 Parker Street, Manchester, CT

This form can be downloaded from our Public Access Website: [www.patv15.com](http://www.patv15.com)

If you have any questions call COX Communications at (860) 432 – 5016 or 432 – 5017  
Serving the Towns of: Manchester, South Windsor, Glastonbury, Rocky Hill, Newington & Wethersfield