



### Calendar of Events Submission

Charles County Economic Development and Tourism maintains an e-calendar on its website (thenationsbackyard.com) which contains public events that are of interest to a general audience. Events that are appropriate for visitors and residents, not for members only, and are neither political nor religious in nature may be listed on the calendar with submission of the information requested below. Events that are included on the e-calendar may also be publicized in other ways free of charge to the hosting organization.

Name of event: \_\_\_\_\_

Date (day of week, month and date): \_\_\_\_\_

Annual Event (every year or a specific day/date): \_\_\_\_\_

Time: From \_\_\_\_\_ AM / PM to \_\_\_\_\_ AM / PM

Location of event: \_\_\_\_\_  
\_\_\_\_\_

Admission fee: \_\_\_\_\_ **(Please indicate Dollar Amount or FREE).**

Description of the event, activities etc: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Flyer Attached: \_\_\_\_\_ Image Attached: \_\_\_\_\_

Last Year's Attendance: Resident \_\_\_\_\_ Non-Resident \_\_\_\_\_

This Year's Attendance: Resident \_\_\_\_\_ Non-Resident \_\_\_\_\_

Event sponsored by: \_\_\_\_\_

Contact person: \_\_\_\_\_

Email address: \_\_\_\_\_

Mailing address: \_\_\_\_\_  
\_\_\_\_\_

Phone ( ) \_\_\_\_\_ Fax ( ) \_\_\_\_\_

Organization's web address: \_\_\_\_\_

**Return completed form to:**  
**Charles County Economic Development & Tourism Department**  
**103 Centennial St., Suite C.**  
**Attn: Catherine Carroll**  
**La Plata, MD 20646**  
**(FAX) 301-885-1341**  
**(Phone) 301-645-0558**  
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