



**Community Calendar
Calmar Website
Request for Use Form**

Date of Request: _____

Requestor's Information

Name: _____

Phone Number: _____

Email address: _____

Please clearly write the information you would like to promote/advertise:

Name of event (max. 60 characters): _____

Location of Event: _____

Time of Event: _____

Contact Info: _____

Signature of Requestor

For Online Submissions, please email request to kbuss@calmar.ca. If sending request past 4:30 PM, your request will be redeemed received on the next business day.

Disclaimer: The Town of Calmar staff will do their best to accommodate your request. Request forms should be submitted at least two business days prior to the date of the event/occasion. Forms that are submitted passed the two businesses days may not have time to be entered. Incomplete forms will not be accepted. It is the requestor's responsibility that all of the above information is correct and up to date if changes need to be made.