



## 2016 Community Event Calendar Request for Submissions

As a service to the community, the City of Upper Arlington prepares an annual calendar of events each year. The calendar is posted on the City's website, used as a resource for promoting events through various City publications and available to the public upon request. We invite you to submit details of any special events you have scheduled in 2016 by completing copies of this form. Please note – the calendar does not include regular/monthly programs such as club meetings, classes, etc., but is restricted to special events open to the community at large. The City will not include an event listing if it is deemed inappropriate, and inclusion of any events does not represent an endorsement by the City. If you have any questions, please call or email Megan Hoffman at 614-583-5027 / [mhoffman@uaoh.net](mailto:mhoffman@uaoh.net).

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

Day/s, date/s and times: \_\_\_\_\_

Location/address: \_\_\_\_\_

Fee/reservation details: \_\_\_\_\_

Ages (if appropriate): \_\_\_\_\_

50-word description of event: \_\_\_\_\_

Organization: \_\_\_\_\_

**Contact information provided below will be included on the City's website:**

Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_ Website: \_\_\_\_\_

**Not included publicly:**

Organizer Contact: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Return form to:**

ATTN: Megan Hoffman, City Manager's Office  
City of Upper Arlington  
3600 Tremont Road, Upper Arlington, OH 43221

**Email:** [mhoffman@uaoh.net](mailto:mhoffman@uaoh.net) **Fax:** 614-457-6620 **Phone:** 614-583-5027