



Elks Rehab System Calendar Submission Form and Guidelines:

All calendar submissions must be approved by the calendar administrator prior to it being posted. Events must either be a direct Elks Rehab System or business unit event, community education or service. Personal events will not be approved for calendar posts.

*Please be sure all of the required information is complete before submitting for review.

Name: _____

Contact Number: _____

Business Unit(s) or Department: _____

Event Type:

Education Community Foundation Wellness

Event Audience:

Internal Public Both

Event Name: _____

Event Location: _____

Event Date(s) and Time(s): _____

Event Contact: _____

Event Cost:

Fee: _____ FREE Other _____

Event Details: