

Contact:

Name

Company

Phone number

Email

Calendar Item

_____ (organization) presents the _____ (event name) at _____ (time) on _____ (date) at _____ (place). The _____ (event name) will feature _____ (brief description of event activities from beginning to end). Cost to attend is \$_____. All are welcome. For more information, contact _____ (contact name) at _____ (phone number), _____ (email address), or visit _____ (website address).

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