**Event Submission Form**

If you would like a community event posted to the Early Care and Education website please complete the following information and submit it by e-mail to [sbcccpc@sbceo.org](mailto:sbcccpc@sbceo.org)

|  |  |  |
| --- | --- | --- |
| Event Name: |  | |
| Event Sponsor: |  | |
| Event Date: (Day and Date) |  | |
| Event Time: (Begin & End) |  | |
| Event Location: (Include Name and Address) |  | |
| Contact Person Name and Phone Number: |  | |
| Other Information: (Target audience, materials, fees, registration form, guest speaker, limited seating, driving directions etc) |  | |
| Flyer included | * YES | * NO |

If you have a flyer for this event – you may include it as an attachment with this form