



## NEWS & EVENT SUBMISSIONS FORM

The News & Events blog feature is a vehicle to promote upcoming events, report on past events, and highlight other items of general interest. Submissions intended to promote upcoming events must be received at least six weeks in advance of the date of the event. Other submissions are accepted at any time.

Send form to [Submissions@CircusSaintsAndSinners.org](mailto:Submissions@CircusSaintsAndSinners.org). For more information or questions, contact Paul Smith at 304.281.8319.

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### EVENT DETAILS

**TYPE OF SUBMISSION:** (place an X in appropriate box)

PROMO

REPORT

**NAME OF PROJECT/EVENT:** \_\_\_\_\_

**EVENT LINK:** \_\_\_\_\_

**DATE(S):** \_\_\_\_\_ **TIME(S):** \_\_\_\_\_

**LOCATION:** \_\_\_\_\_

**COST:** \_\_\_\_\_

**PURCHASE INFO:** (include link to online purchase)

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## PROJECT/EVENT CONTACT INFO

**NAME(S):** \_\_\_\_\_

**EMAIL(S):** \_\_\_\_\_

**PHONE(S):** \_\_\_\_\_

## PROJECT/EVENT DESCRIPTION

**PHOTOS ATTACHED:** (please include caption including identifying photo subjects)

YES

NO

**PHOTO CAPTION/DESCRIPTION:** (identify photo subjects when possible. If multiple photos, distinguish which captions go with corresponding photos)

**DESCRIPTION:** (describe the event; how many people attended; how much money was raised; beneficiary; list of sponsors/partners; other points of interest)