

Creating Community Calendar Postings

Overview

Submitting your Down syndrome walk event to a community calendar is a free and easy way for you to get the word out about your walk. We've created a template below for you to input your walk information. This template has categories asked on most event submission forms. By composing the text once below, you can easily copy and paste the language directly into each form field on each submission that you do, saving you time!

In addition, we've also created a companion Excel spreadsheet, where you can keep track of your calendar submissions year after year. We recommend completing community calendar listings 3-4 months in advance of your walk event.

Master Calendar Event Submission Form

Event Title:

Event Date:

Event Time:

Contact Information: [List organization website / event registration website / organization phone number]

Event Details: [include a description of the event, cost to participate, who can come, any entertainment details, and any other information important for participants to know.]