



Events Information Form

Course Number

For office use only

Please submit the following information and we will put your event up on the **Events Calendar** on our website— you will be provided with a pdf filer to forward to your database. Fill out the form, then **SAVE AS** your event's name.

Either fill it out online in the spaces below and email it back to truesolace11@gmail.com, or print out and mail to: SOLACE, A Gathering Place, 5225 Old Orchard Road, 24-B, Skokie, IL 60077

Your Event Information

1 Title of Your Event

2 Subhead

3 Attach a photo of yourself (name of jpg file, attached to your email)

4 Your Name Contact Email

5 Description of yourself (short bio) Approx 25 words

6 Day(s) of Event

Date(s) of Event

Time(s) of Event

7 Attach (optional) photo jpg you'd like on page (include file name here)

8 Description of your event. Up to approx. 100 words.

9 Cost of Event 10 Your website if you'd like to include it.

11 Your email address for your PayPal account if you'd like one on the page

Thank you!