

**For office use only**  
Submitted on: \_\_\_\_\_  
Entered by: \_\_\_\_\_  
Confirmed: \_\_\_\_\_

# Martinez Community Calendar Submission Form

Organization's name: \_\_\_\_\_  
Organization mailing address: \_\_\_\_\_  
Contact person's name & title: \_\_\_\_\_  
Contact telephone: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ alt telephone: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_  
Organization's web address: \_\_\_\_\_  
Organization's non-profit tax id number: \_\_\_\_\_

Name of event: \_\_\_\_\_  
Proposed date of event: \_\_\_\_\_  
Location of event: \_\_\_\_\_  
Events start time: \_\_\_\_\_ am/pm Event end time: \_\_\_\_\_ am/pm  
\*Description of event, including target demographics, information about vendors (food, beer/wine), what entertainment, or anything else you would like to tell us: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please include a detailed map of where your event is located. (Please check when done) \_\_\_\_\_

\*Some of the information above will be used for advertising in the water bill, the Chamber of Commerce website, and other local advertising vehicles. Please check the appropriate box below regarding the release of this information for advertising and question routing purposes ONLY.

- yes, please include my event's information in advertising & for routing event-related questions
- no, please DO NOT include my information in advertising

**Please submit to the Martinez Area Chamber of Commerce at least 90 days prior to your event. Please notify the Chamber of any event changes so that we can make these changes available to all parties.**  
**Please mail to the address listed below.**  
**Although the Chamber will do everything that they can to assure that your information is posted in a timely manner, please allow up to 2 weeks for your information to post.**  
**Please call (925) 228-2345 with any questions.**

Printed name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**When completed, please return to:**  
**Martinez Area Chamber of Commerce • 603 Marina Vista Avenue, Martinez, CA 94553**  
**Phone: (925) 228-2345 • Fax (925) 228-2356 • mail@martinezchamber.com •**  
**www.martinezchamber.com**