



DNR Use Only	
Content ID #	
Asset ID #	

EVENT CALENDAR FORM

CONTACT/ORGANIZATION INFORMATION (THIS SECTION IS REQUIRED)

Park/Trail Name	Organization Name
Contact Person	Contact Phone Number (Phone number provided will be posted on public website)
E-mail Address (E-mail address provided will be posted on public website)	Web URL/Registration URL

EVENT INFORMATION

Event Title			
Event Start Date	Event End Date	Start Time (Required) <input type="checkbox"/> Specific: <input type="checkbox"/> All Day	End Time (Required) <input type="checkbox"/> Specific: <input type="checkbox"/> All Day
Location within Unit or starting location address		Cost to Attend <input type="checkbox"/> No Cost – No Recreation Passport Required <input type="checkbox"/> Recreation Passport Required <input type="checkbox"/> Specific Cost:	
Event Description (activities, highlights, etc. explained in complete sentences)			
Other Details (age restrictions, campers only, what to bring, etc.)			
Reservation/Registration/Cancellation Policy (additional contact information can be included here). (Recreation passport and camping reservation information is already included in boiler plate)			

Return Completed Form To:

Lower Peninsula – Elissa Buck, Event Coordinator at bucke1@michigan.gov

Western UP – Kelly Somero at SomeroK@michigan.gov

Eastern UP – Melanie Brand at Brandm2@michigan.gov

Image required for Calendar Entry – Photos should be High Resolution and Landscape in dimension at least 1200x900 Pixels. We prefer the photo be of the activity or event at that location. Logos can also be submitted.