**MTA Events Calendar Posting**

The following information is the available fields for the MTA Events Calendar. The more information you include in this Word document the better your attendance for the various events should be. Those fields that are not completed will be left blank. Should you have any questions please contact Jim Walkowiak by email at **jimw-mn@earthlink.net****.** Once completed to the webmaster of the website at **team@csmediagroup.com**. Your event will be posted within 1-2 business days.

**EVENT DESCRIPTION (Please describe the event planned in detail)**:

**TIME OF THE EVENT**

Start Date: Start Time:

End Date: End Time:

**LOCATION (Google Map Linked)**:

Venue Name:

Address:

City:

State:

Postal Code:

Phone:

Website:

**ORGANIZER**

Group:

Contact Name:

Phone:

Email:

Cost for the event if any: