

Format for Mannajo's Calendar

Please send all listings **in body of email in calendar format** (10 pt. Arial font, black ink -- NO color or other formatting) a week before the 1st and 15th of the month to mannajo@aol.com:

Day of the week (abbrev.), Date (abbrev.), Time, **Name of Event (IN ALL CAPS)**, BRIEF description. Sponsoring group, Location, Contact person, Phone (specify area code), Email, URL, Cost. No more than 3 lines, or 50 words TOTAL. Please be concise; include email contact or website for more information. **Listings not in calendar format in the body of the email will be returned for you to edit.** No more than 2 or 3 listings per organization or individual per month. If you have multiple events, please pick the best (most related to creating a sustainable future) and include a website or email for further information.

Example:

Tues., Nov. 30, 6:30 - 7:30 p.m., PRESENTATION: WHY DID THE SALAMANDER CROSS THE ROAD? Mount Saint Mary College, Desmond Campus for Adult Enrichment. For more information, contact; Laura Heady at ltheady@gw.dec.state.ny.us

Calendar policy: Please follow this format exactly. This calendar reaches 3,000+ of the best and brightest in Hudson Valley and beyond, but we cannot edit your listings for you.

Many thanks,

Mannajo