

Central Florida Journal

CALENDAR INSTRUCTIONS

To submit a **FREE** listing, use the instructions below. Create a word document or type the listing information in an email and send to: calendar@centralfloridajournal.com

The circle with the numbers (1) are ONLY for illustration – to help you see how to do the listing.

Compare the numbers in the instructions to the sample listings in the boxes below.

Do NOT include the circled numbers in your listings.

Separate Each Numbered Section With ONE Carriage Return

1 Date(s) of Event If you have more than one event, list them in sequence for the two months starting with the month of the issue. Example: For the April issue, list all events for April & May.

2 Name of Event

3 Times and Location

4 Description Type one continuous paragraph for the Description.

Do NOT use a carriage return except at the end of the paragraph.

Include the event Description, Ticket Price, Venue Address, Phone Number, E-mail & Website.

Limit the Description to a maximum of 50 words.

Sample Calendar Listings for the Central Florida Journal

1 Sunday, March 14

2 The Fourth Annual Garden Fair and Floral Design Exhibit

3 10am-4:30pm - Sweetwater Square

4 Presented by the Sweetwater Oaks Garden Club, 900 Fox Valley Drive, Longwood. FREE. The Floral Design Exhibit will be held in the Community Center, 810 Fox Valley Drive. For information, vendor contract and directions visit www..swogc.info or call 407-880-8758.

1 Thursday, March 26

2 Business After Hours

3 5:30pm – Seminole County Regional Chamber of Commerce

4 Take a tour of the roof and see the new photovoltaic solar panel system. This FREE event is for Chamber Members and reservations are not required, but appreciated. Call Joyce Lee at 321-275-0879 for registration. Refreshments will be served. General Works Roofing & Sheet Metal is located at 588 Monroe Road, Sanford.