**Fill out the form and email to** [**calendar@pugetsoundbookartists.org**](mailto:calendar@pugetsoundbookartists.org) **and** [**psba.public.relations@ougetsoundbookartists.org**](mailto:psba.public.relations@ougetsoundbookartists.org) **no less than   
14 days PRIOR** **to the initial event posting request!**

**Attach all images to the SAME email!   
(Do not place images in the document! Attach to email!)**

**Note: Not all slots are applicable, but accurate information must be provided in this form before your request can be processed.**

**Replace all text that isn’t BOLD with your information**

**Email Subject Line: PSBA Event: [name of the event here]**

**Event Title:**

**Event Coordinator:**

**Event Coordinator Email:**

**Event Contact Phone Number:**

**Preferred Contact Method:**

**Event Type:** (Workshop, Lecture, Mini-Workshop, etc.)

**How long is the event?** (One session, Multiple sessions)

**In Person or Zoom?**

**Schedule:** Date(s) and Time(s)

**Is this a members-only event Y/N:**

**Date to open registration to non-members:**

**Instructor or Presentor:**

**Instructor Bio:**

**Event Description:** (What do you want the event post to say?)

**Location:**

**Workshop Fee:** $

**Tool List:**

**Materials Fee:** $

**Space available:** (How many seats?)

**Skill Levels:** (Beginner, Intermediate, Advanced?)

**Registration is required Y/N:**

**Original Event Publication Date:**

**Desired Reminder date(s):** (When do you want reminders to go out)

**Registration End Date:** (When do we close registration?)

**Zoom Link:** (Link will go out two days before and the day of the event)

**Website Links:** (add pertinent links for artist or group)

[Pugetsoundbookartists.wildapricot.org](https://pugetsoundbookartists.wildapricot.org/), [library.pugetsound.edu/home](https://library.pugetsound.edu/home)

https://pugetsoundbookartists.wildapricot.org/Waiver-of-Liability-Agreement

https://pugetsoundbookartists.wildapricot.org/PayPal-Policy

**Social Media Posts Y/N:** (Facebook, Instagram, Tacomaarts list/serve, and Olyarts.com)

**Images:**

**When adding artwork, include the artist(s) name and title of work.**

(Rename images to reflect event title or artist name, e.g. [artistlastname]1.jpg, [artistlastname]2.jpg. Do this for ALL images.)

**List Images with Details:**

[artistlastname]1.jpg: artist name, artwork title

[artistlastname]2.jpg: artist name, artwork title

**Image Size Requirements:**

| **For Web** | **For Print** |
| --- | --- |
| 1000 pixels on long edge | 1200 on long edge |
| 72 dpi | 300 dpi |
| RGB | CMYK |
| 1.5 to 2 megs | 4 to 5 megs |

Jan checks [calendar@pugetsoundbookartists.org](mailto:calendar@pugetsoundbookartists.org) on Monday, Wednesday, and Friday. Please be respectful of her time in processing your event.

Any emergencies should be sent to [creativebutterflydesign@gmail.com](mailto:creativebutterflydesign@gmail.com)